Opigno™

LMS made simple

User Manual

Opigno is a Learning Management System based on Drupal. It has been design to be fully integrated with any Drupal platform (website, intranet, extranet, …) and offer a maximum flexibility to be extended. It is released under the GNU GPLv2 licence.

This document provides some useful explanations for the use of Opigno. It is not supposed to be a useful manual for standard Drupal functionalities, and will be focused on Opigno specific functionalities. For any additional question you can refer to our website www.opigno.org.

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1. Installation

The installation process is very similar to a Drupal installation, since Opigno has been packaged as a Drupal distribution. You just need to create a MySQL (or equivalent like MariaDB) database, install the required PHP libraries (for example PDO), download the Opigno distribution either from our website or from Drupal project page, extract it into a folder accessible to your web server, and type in your favorite browser the URL linked to this folder. Then follow the different steps. In case of missing dependency or incorrect configuration of your web server you will get warning messages indicating you how to proceed.

Important notes regarding performance:

a. For the installation, and for an optimal performance, Opigno requires at least 256Mo memory for PHP (ideally 512Mo). This can be defined on a Debian server by editing the file /etc/php5/apache2/php.ini and by changing the value of the line memory_limit, for example to have it like this: memory_limit = 512M

We also recommend having this value in php.ini in order to avoid problems during the installation: xdebug.max_nesting_level = 200

Then, don't forget to restart the Apache service (service apache2 restart on Debian servers) to have the modifications taken into account.

b. once Opigno is installed, don't forget to add a CRON task, which will highly improve the performance of your Opigno platform. You can find the URL to be called in the menu Report -> Status report (or by visiting the page http://your.domain.tld/admin/reports/status). The CRON task should then be defined as: 0 * * * * wget -O - -q -t 1 http://url.to.be.called if you want an hourly CRON and where url.to.be.called is the URL displayed in the Status report page.
To add a new CRON task on a Debian server, simply type in a terminal crontab -e then paste the instruction above, replace the url, save, and then restart the cron daemon with /etc/init.d/cron restart

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c. On a dedicated server, fine-tuning your MySQL settings can also highly improve Opigno performance. This can be done on a Debian server by editing the file /etc/mysql/my.cnf

You can in particular have a look at :

innodb_buffer_pool_size (you can define for example 25% to 50% of your total RAM)
innodb_log_buffer_size (you can for example use 256M)
innodb_thread_concurrency (you can try for example 24 or 48)
innodb_flush_method (we advise the O_DIRECT value)

Opigno offers the possibility of creating certificates and awarding them given certain lesson requisites. By default Opigno ships with the PDF generator dompdf. Despite it being functional, we recommend the installation of wkhtmltopdf.

On the server side, you will have to follow the following steps (the syntax thereafter is for Debian Wheezy):

1. Install wkhtmltopdf : apt-get install wkhtmltopdf
   Note: If you don't use Debian, you can download it from
   http://code.google.com/p/wkhtmltopdf/downloads/list
   Then, extract it and move it to /usr/bin/, and rename it to wkhtmltopdf so that now you have an executable at /usr/bin/wkhtmltopdf, and set permissions: sudo chmod a+x /usr/bin/wkhtmltopdf
2. Install required support packages: apt-get install openssl build-essential xorg libssl-dev
3. Check to see if it works, run: wkhtmltopdf http://www.google.com test.pdf. If it works, then you are done -- make sure to make a symbolic link as per INSTRUCTIONS.txt. If you get the error "Cannot connect to X server" then continue to number 4.
4. We need to run it headless on a 'virtual' x server. We will do this with a package called xvfb. apt-get install xvfb
5. We need to write a little shell script to wrap wkhtmltopdf in xvfb. Make a file called wkhtmltopdf.sh and add the following: xvfb-run -a -s "-screen 0 640x480x16" wkhtmltopdf $*
6. Move this shell script to /usr/bin, and set permissions: chmod a+x /usr/bin/wkhtmltopdf.sh
7. Finally, make your symbolic link in /sites/all/libraries/wkhtmltopdf. Command is:
   cd /sites/all/libraries/
   ln -s /usr/bin/wkhtmltopdf.sh wkhtmltopdf

Then you can change the PDF generator to be used, at Configuration -> User Interface -> Printer, email and PDF versions -> PDF, and choosing wkhtmltopdf.

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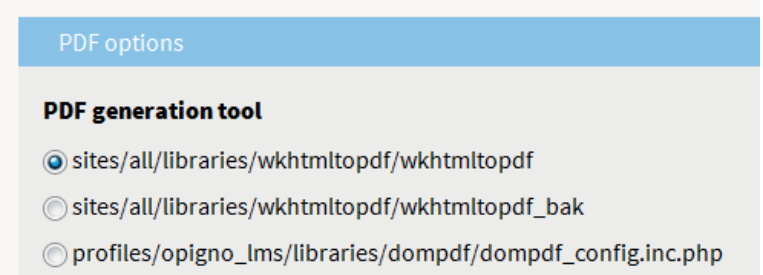

This interface also makes possible to set the settings for the wkhtmltopdf options. These options can be found at:

http://madalgo.au.dk/~jakobt/wkhtmltoxdoc/wkhtmltopdf_0.10.0_rc2-doc.html

1.1. Upgrade

The upgrade is like a classical Drupal upgrade procedure.

You will have to follow these main steps:

1. First of all, make a full backup of your Opigno's directory and database. In case the upgrade fails this could be very useful to go back.

2. We recommend to always upgrade from the latest previous version, and to avoid jumping to many versions in one time. We also advise to make sure that all Drupal modules external to Opigno core (including Opigno Apps) are up to date, and to upgrade them if necessary. You can usually check the available updates at: http://*your-domain.tld*/admin/reports/updates

3. Put your Opigno platform into maintenance mode

4. Download the last version, unpack the files, and transfer them into your Opigno directory

5. Connect to your Opigno platform as an admin, go to the URL: http://*your-domain.tld*/update.php, and follow the different steps

6. If everything goes well, put your Opigno platform off maintenance

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2. Global architecture

This section presents the global architecture of Opigno platform, and also defines the terminology used inside. The next sections will present more in details the use.

2.1. Classes and courses

Opigno proposes to structure the teaching content inside classes and courses.

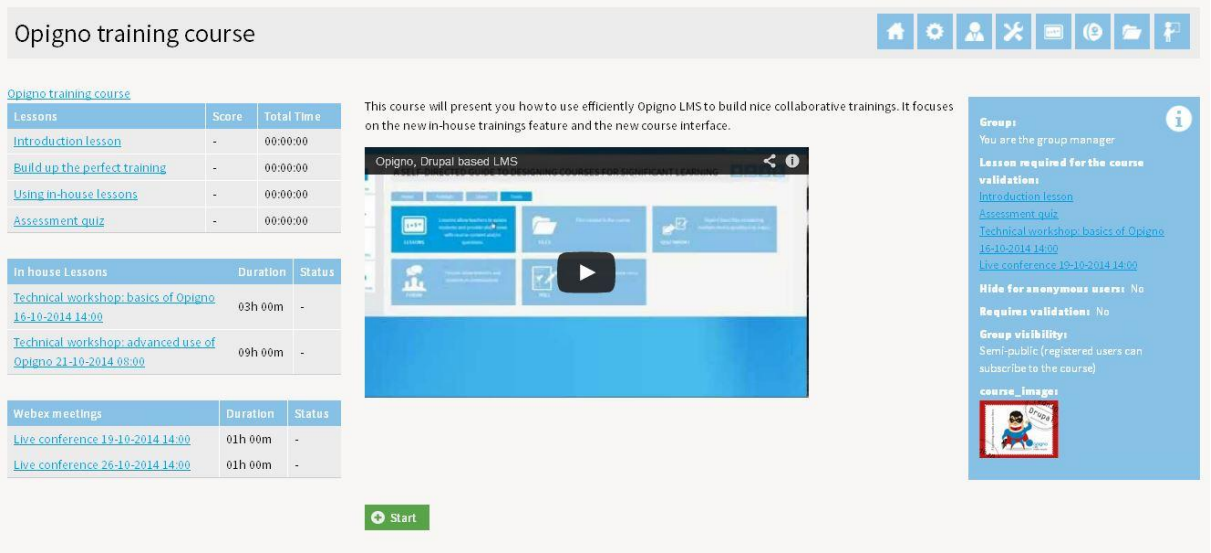
A course is the base entity containing many tools (see the dedicated section below for more details) allowing to diffuse a knowledge and assess students.

In case of multidisciplinary program, you can group two or more courses into a class. This will allow to manage users in a global way at the class level (to add an user, to notify them). You will also be able to define some validation criteria for the class, based on the results obtained to each course composing the class, so that student will be automatically awarded a certificate once they meet these criteria (see below for more details).

As for the terminology, a teacher will be responsible of a course, and a coach will be responsible for a class.

2.2. Training interface and navigation

The training interface (courses and classes) is like below:


Opigno training course
Opigno training course
Lessons
Score
Total Time
Introduction lesson
Build up the perfect training
Using in-house lessons
Assessment quiz
In house Lessons
Duration
Status
Technical workshop: basics of Opigno 16-10-2014 14:00
Technical workshop: advanced use of Opigno 21-10-2014 08:00
Webex meetings
Live conference 19-10-2014 14:00
Live conference 26-10-2014 14:00
This course will present you how to use efficiently Opigno LMS to build nice collaborative trainings. It focuses on the new in-house trainings feature and the new course interface.
Opigno, Drupal based LMS
Start
Group:
You are the group manager
Lesson required for the course validation:
Introduction lesson
Assessment quiz
Technical workshop: basics of Opigno 16-10-2014 14:00
Live conference 19-10-2014 14:00
Hide for anonymous users: No
Requires validation: No
Group visibility:
Semi-public (registered users can subscribe to the course)
course_image:

On the top bar, at the right of the course's title, are a panel with many buttons, related to all the tools available for this course (documents, video gallery, forum, live conference, …).

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On the left side of the screen a global structure of the training is displayed with the list of online lessons, the list of in house lessons (if used) and the list of live conference meetings (if used). For each of them is displayed the duration (or time spent for online lessons) and the score or status obtained.

The main part of the screen contains the content of the training (slides, videos, quizzes).

At the bottom of the course / class main page, a "Start" button allows to start the course with its first lesson.

Then it's possible to carry out the complete training by clicking on the "Next" buttons. After a lesson is completed, a button "To next lesson" is displayed and allows to go to the next lesson:

2.3. Users and Roles

2.3.1. Overview of the roles

The different roles available are the following, and can be at platform level, class level or course level:

Role	Platform level	Class level	Course level
Administrator	✓		
Student Manager	✓		
Forum administrator	✓		
Forum moderator		✓	✓
Manager		✓	✓
Teacher			✓
Coach		✓	
Student		✓	✓

Administrator: this role gives the possibility to manage the global platform settings, see all students and contents, consult all results to the quiz. This is a platform role attributed when creating a new account in the platform.

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Student Manager: this role gives access to some tools useful for the student's management. It has to be granted to the users with "teacher" and "coach" roles in order for them to fully operate their teaching activities. Without any "teacher" or "coach" role inside classes or courses this role won't allow any additional permission compared to a student. This is a platform role attributed when creating a new account in the platform.

Forum administrator: This is a platform role attributed when creating a new account in the platform. It will grant the permission to moderate the forums, and can be useful if you need some additional help to moderate the forums. It won't give any other permission related to users or classes/courses management.

Forum moderator: This role can be attributed both inside classes and courses. A moderator for a course can only moderate the forums inside this course. A moderator defined inside a class will inherit this role for all courses composing the class.

Coach: This role is related to classes. When adding an user to a class, you will have the possibility to grant him a "coach" role. This role will only be effective for this class, and the user can be coach for a class and student for other classes. Inside the courses composing this class the coach will be able to send notifications to students, get the students' list, consult their quiz results, but won't be able to modify the courses' content (theoretical content and quizzes).

Teacher: This role is related to courses. When adding an user to a course, you will have the possibility to grant him a "teacher" role. This role will only be effective for this course, and the user can be teacher for a course and student for other courses. Inside this course, the teacher can manage the course settings, create content (lessons for example), and consult the users' results to the quiz. But he cannot manage the users for the course.

Manager: The manager has the same permissions as the teacher, but is in addition able to manage the users for the course. This role can be granted at class level or at course level. If it is granted at class level, the level will inherit of manager permissions for all the courses composing the class.

Student: The student has only right to consult the data for classes and courses he has been authorized to, to fill in quizzes, and consult his own results.

Note 1: Teacher, coach, and manager roles require also the "Student Manager" permission at platform level to be effective.

Note 2: For advanced users, it's possible to change permissions settings for these Opigno pre-defined roles, and to create new roles with the dedicated Drupal interfaces.

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2.3.2. User status

Users inside a course can have the following status:

- **Active**: it means that the user can access to the course
- **Pending**: in this case the user has been authorized for the course, but has first to complete some steps (either some pre-requisite courses, or a pre-test to assess the initial knowledge of the user) before automatically obtaining the access to the course.
- **Blocked** : in this case the user cannot access the course

The same status can be defined at class level. In this case the status will be transmitted to the user inside each course composing the class.

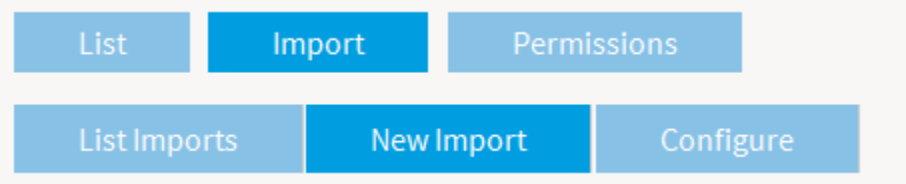
2.3.3. Add a new user to the platform

To add a new user to the platform, you need to have platform admin rights. Then, just go to the "Administration" menu, and then click in the "Administration" section on "Manage users". You are then directed to the list of user, where you have at the top of the page a link "add user".

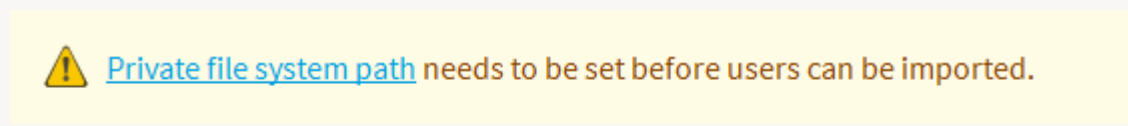
Note: In the platform settings (default Drupal interface at Configuration -> People -> Account settings) you can also define the registration process for new account (only by administrators, possible by visitor with or without administrator validation, etc.).

In case you have a list of users to import from an Excel file that's also possible.

To do that, just click on the Import tab on the top right corner, and then on "New Import".



If using this functionality for the first time you will get the following message:



You will have to create a new directory in your web server, ideally separated from the Drupal directory, but with read and write permissions for the www-data user.

The simply click on the link "Private file system path" in the above message, and indicate the path to the directory you have created in the interface that appears.

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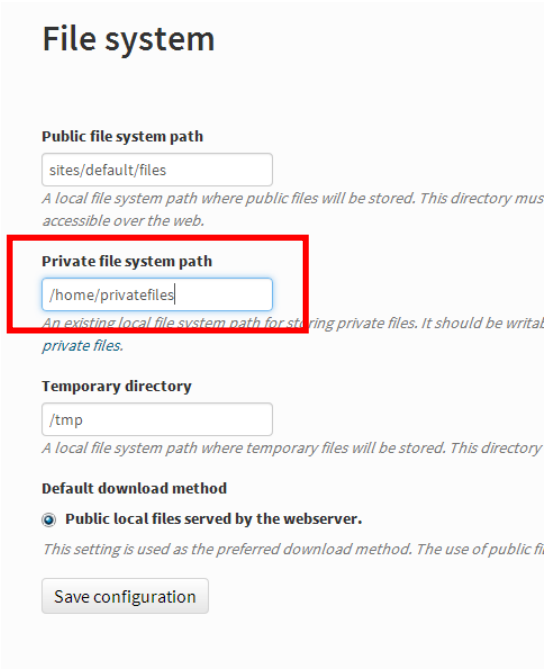
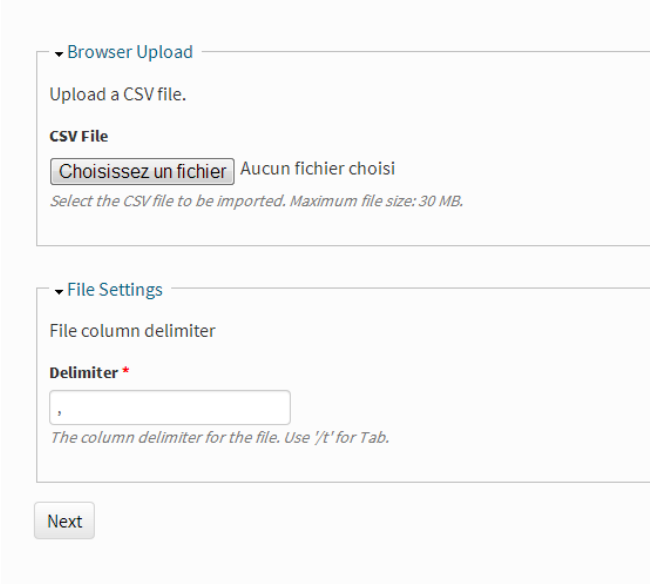

File system
Public file system path
sites/default/files
A local file system path where public files will be stored. This directory mus
accessible over the web.
Private file system path
/home/privatefiles
An existing local file system path for st ring private files. It should be writa
private files.
Temporary directory
/tmp
A local file system path where temporary files will be stored. This directory
Default download method
Public local files served by the webserver.
This setting is used as the preferred download method. The use of public fi
Save configuration

Then you are ready to start the importation. Select a file, and, if necessary adapt the delimiter (it bay be semi-column instead of column).



The csv file to load should have 4 columns:

- First name
- Last name
- Password
- Email

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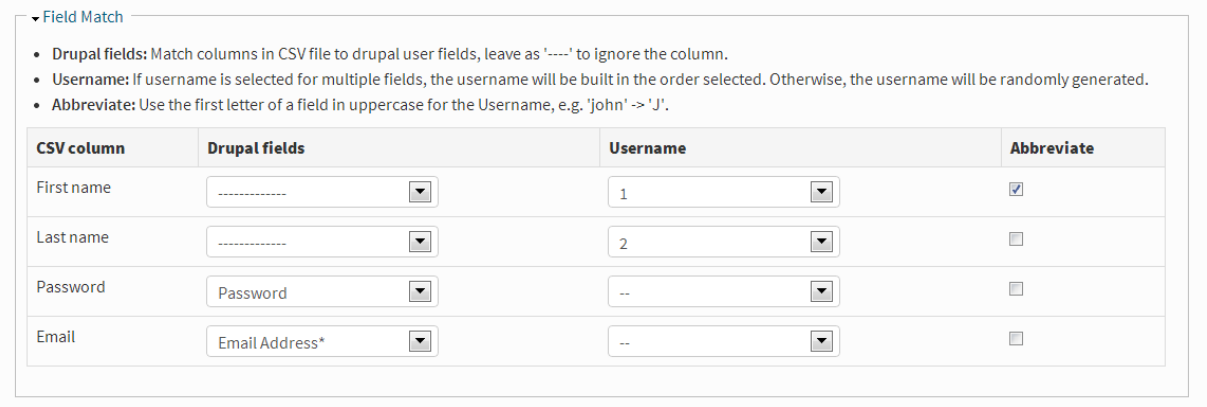
After clicking on next button you will have to do the matching for fields. If the username should be built from the first name and last name you will indicate this also (for example in the screenshot below we will build an username constituted with the first letter of the first name followed by the last name).


Field Match
Drupal fields: Match columns in CSV file to drupal user fields, leave as '----' to ignore the column.
Username: If username is selected for multiple fields, the username will be built in the order selected. Otherwise, the username will be randomly generated.
Abbreviate: Use the first letter of a field in uppercase for the Username, e.g. 'john' -> 'J'.
CSV column
Drupal fields
Username
Abbreviate
First name

1
Last name

2
Password
Password
--
Email
Email Address*
--

attribute (if necessary) a role for these users, define (if wished) a message to be sent to the new users, and click on "Import" button. You can also save your settings in case you import users on a regular basis.

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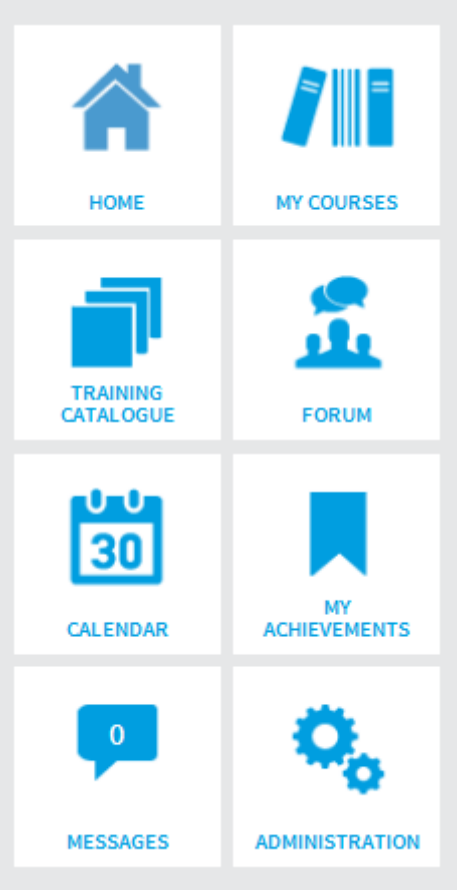
2.4. Presentation of the main menu

The main menu of Opigno has the following entries:



- **Home**: the home page of Opigno platform, which is a dashboard containing widgets individually adapted by each user (see below for more information concerning the use). Among the widgets, one of them allows the user to see every recent data added to his courses.

- **My courses**: this section gives the user an overview of all courses he has access to.

- **Training catalogue**: the catalogue displays to the user all courses (grouped into classes if applicable) he may subscribe. It means the courses displayed have to be public, and the courses the user has already subscribed are hidden.

- **Forum**: the forum page displays to the user all forums he has access to. It means a global forum (platform level, accessible for all users whatever the courses they have access to) and one forum by course the user has access to (if the forum tool was activated for the course).

- **Calendar**: the calendar consolidates all the events applicable for the user, which means global events and events for each one of the courses the user has access to. The user has therefore an overview of all his training activities events.

- **Messages**: Opigno proposes an internal messaging system, allowing users to communicate, depending on the permissions defined. The basis settings only allow managers, teachers and coaches to contact their students. Then students can send and respond to messages to the other members (students, teachers) of their class or course.

- **My achievements**: this section gives the student an overview of all his results to classes and courses, and to download his certificates if he passed the test with the minimum score defined in the class/course settings. The user can also drill down into the results to consult the detail by course, lesson, question.

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- **Administration**: this section is not visible for students. Managers, teacher, coaches, and of course platform administrators, have access to this section. Some parts are hidden depending on their profiles. Managers, teachers and coaches will find links to manage users (consult their results, send notifications) and the platform administrator will find in addition some interfaces to define global settings for the platform.

3. Classes

3.1. Creation of a new class

People with platform administrator profile can create a new class by clicking in Opigno Administration area into "Class administration" ("Content" section). It's of course also possible to use the Drupal interface for new content creation.

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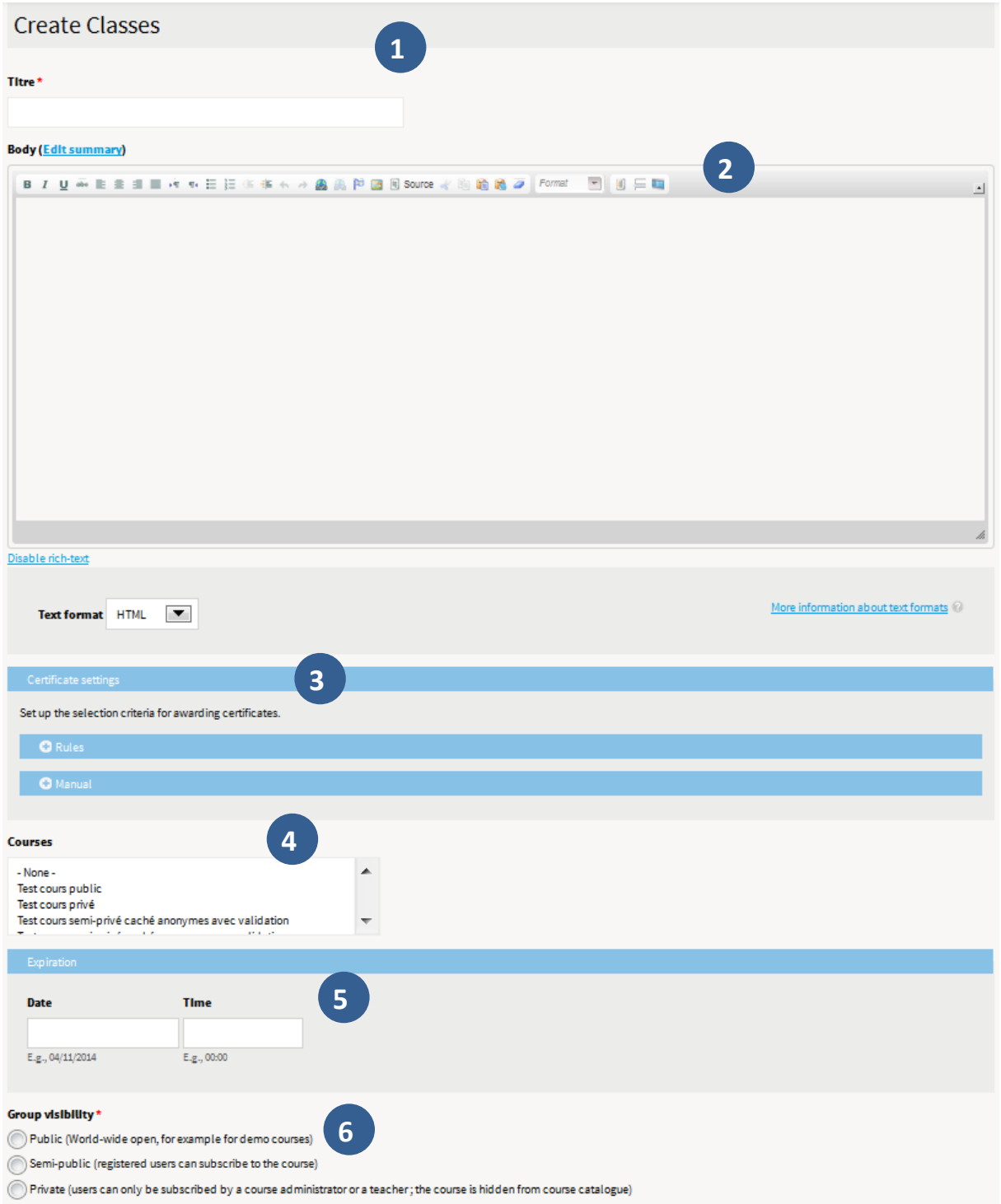

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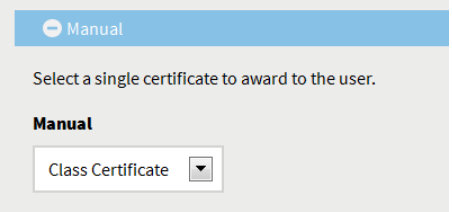
The main parts composing this class creation form are (see numbers in the above screenshot):

1. Title: The title of the class

2. Body: The description of the class, that will be displayed on its home page. Opigno proposes the CKEditor that offers nice WYSIWYG capabilities.

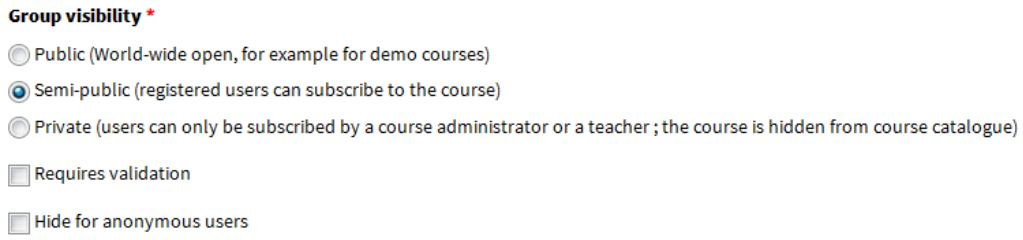
3. Certificate settings: in this part you can define if the class will automatic award certificates to the successful students (a student is considered successful to a class if he is successful to all the courses composing the class). To do that, you will need to have previously created a certificate template (see the dedicated part in this document for more details. Then, click on "Manual" to open the section and select the certificate template you have created. You can also use the pre-defined Opigno templates.



4. Courses: Here you can choose one or more (generally at least two) courses that will compose the class.

5. Expiration: You can define an expiration date for the class. After this date the class won't be available, that means it will be hidden in the training catalogue and members won't be able to enter into the class again, neither the courses composing it (except if they are members of another valid class contains some similar courses, or if they are direct members of courses). If you want your class never expires, just leave this field empty.

6. Group visibility: you can choose to have either public, private, or semi-public class. Public class will be displayed in the "Training catalogue" with worldwide visibility (for example for demo classes). Semi-public classes will only be displayed to authenticated users. Private classes are not displayed inside the training catalogue and can be accessed only after being subscribed by a class manager or a platform administrator. Note that for semi-public classes you are proposed two additional options, to define if the class requires a validation (if not users will be able to auto-register) and if they have to be hidden from the course catalogue.


Group visibility *
Public (World-wide open, for example for demo courses)
Semi-public (registered users can subscribe to the course)
Private (users can only be subscribed by a course administrator or a teacher ; the course is hidden from course catalogue)
Requires validation
Hide for anonymous users

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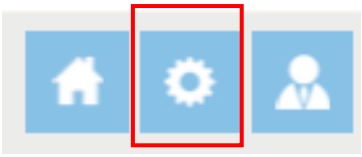
Note: In case you have public classes or not, in order to display or hide the course catalogue button for anonymous users, you must go to "Administration > Appearance > Manage display settings" and check "Show menu for anonymous users" (at the bottom, under "Menu settings")

3.2. Modification of an existing class

To modify an existing class, simply go into Opigno Administration area and click on "Class administration" ("Content" section). Then click on the "Edit" link for the class you want to modify.

You can also go to the homepage of this class, and use the "Settings" button.



3.3. Add or remove students into a class

To manage the students of a class, you can go (as class manager or platform administrator) either into the class home page and click into the "Users" tab

or go into Opigno Administration area and click on "Class administration" ("Content" section). Then click on the "Edit" link for the class you want to modify.

You will get an interface presenting the list of users into this class, with their state (active, pending, or blocked) and their role. An edit link will allow to modify or remove users.

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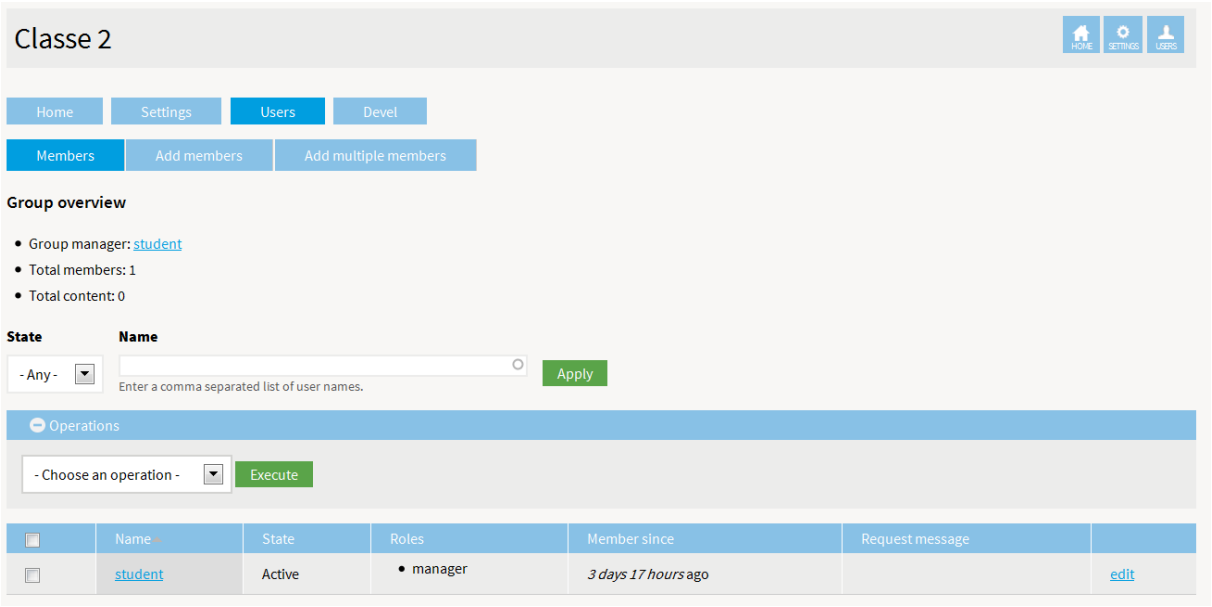
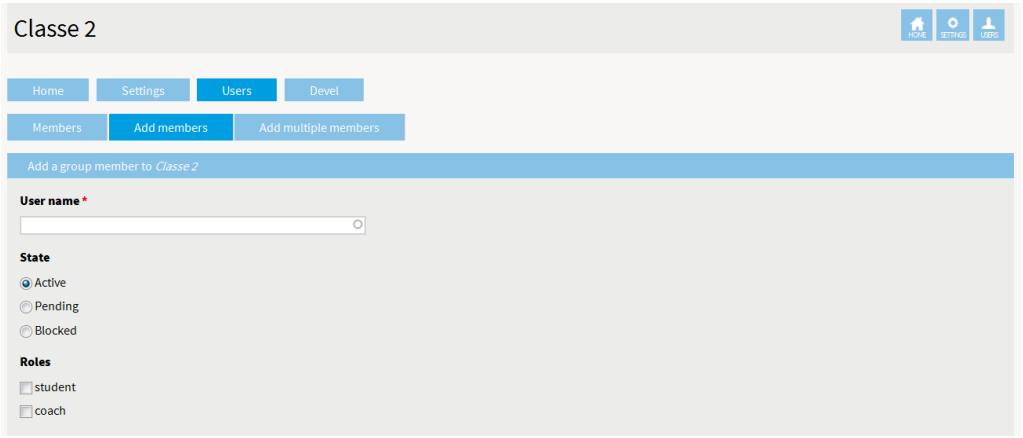


At the top of this list, a button "Add members" allows to add participants to this class.

The interface is as below.

You can type an username in the dedicated field. An "autocomplete" system automatically proposes the matching usernames considering the first letters you have entered. You can then select the state (active, pending, or blocked). By default you will probably use the "active" state. Note that if some classes have dependencies or pre-tests that needs to be done before accessing the course, Opigno will automatically add the users into these classes with the "pending" status even if you select "active".

You can then select the role of the user before saving.



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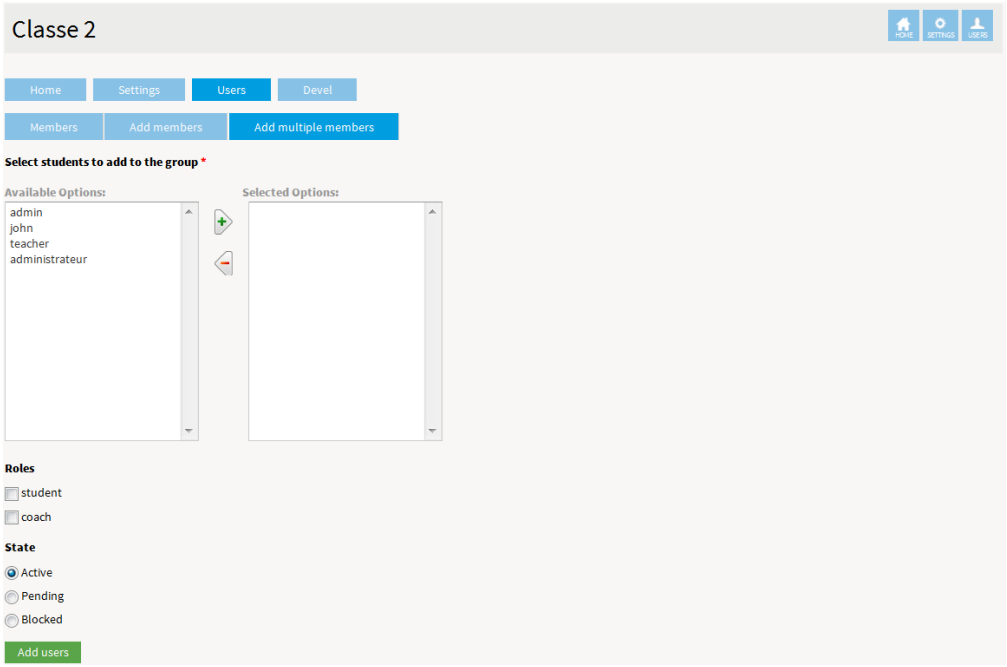
It's also possible to add multiple users. To do that, just click on "Add multiple members" instead of clicking on "Add members". You can move the users from the "available" area to the "selected" area, then choose the role for these users and the state, and then save.

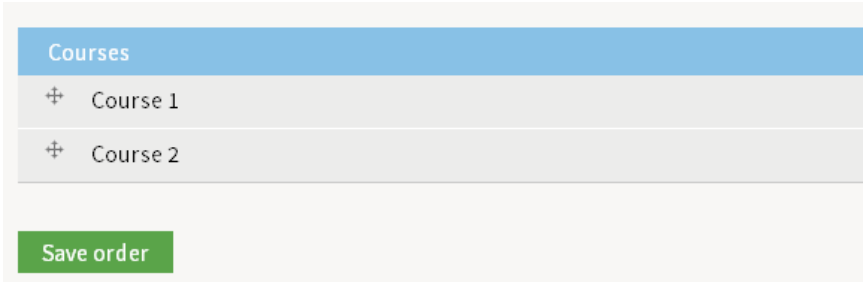


3.4. Sort courses inside a class

Opigno makes possible to define the order in which courses will be displayed inside a class.

To do so, simply go to the class main page, and click on the "Sort courses" button.

Then, reorder the course by drag-and-drop, and save by clicking on the "Save order" button.



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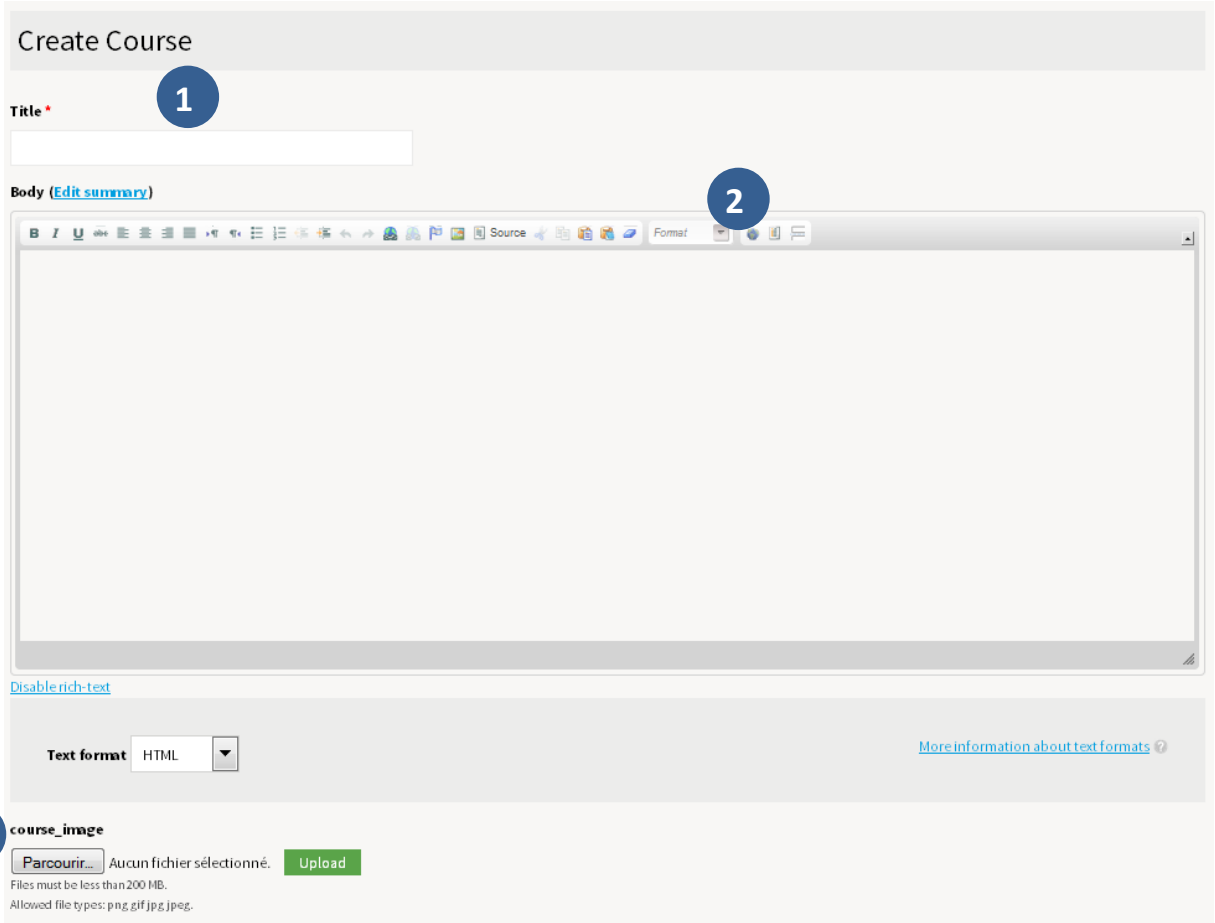
4. Courses

4.1. Creation of a new course

People with platform administrator profile can create a new class by clicking in Opigno Administration area into "Course administration" ("Content" section). It's of course also possible to use the Drupal interface for new content creation.



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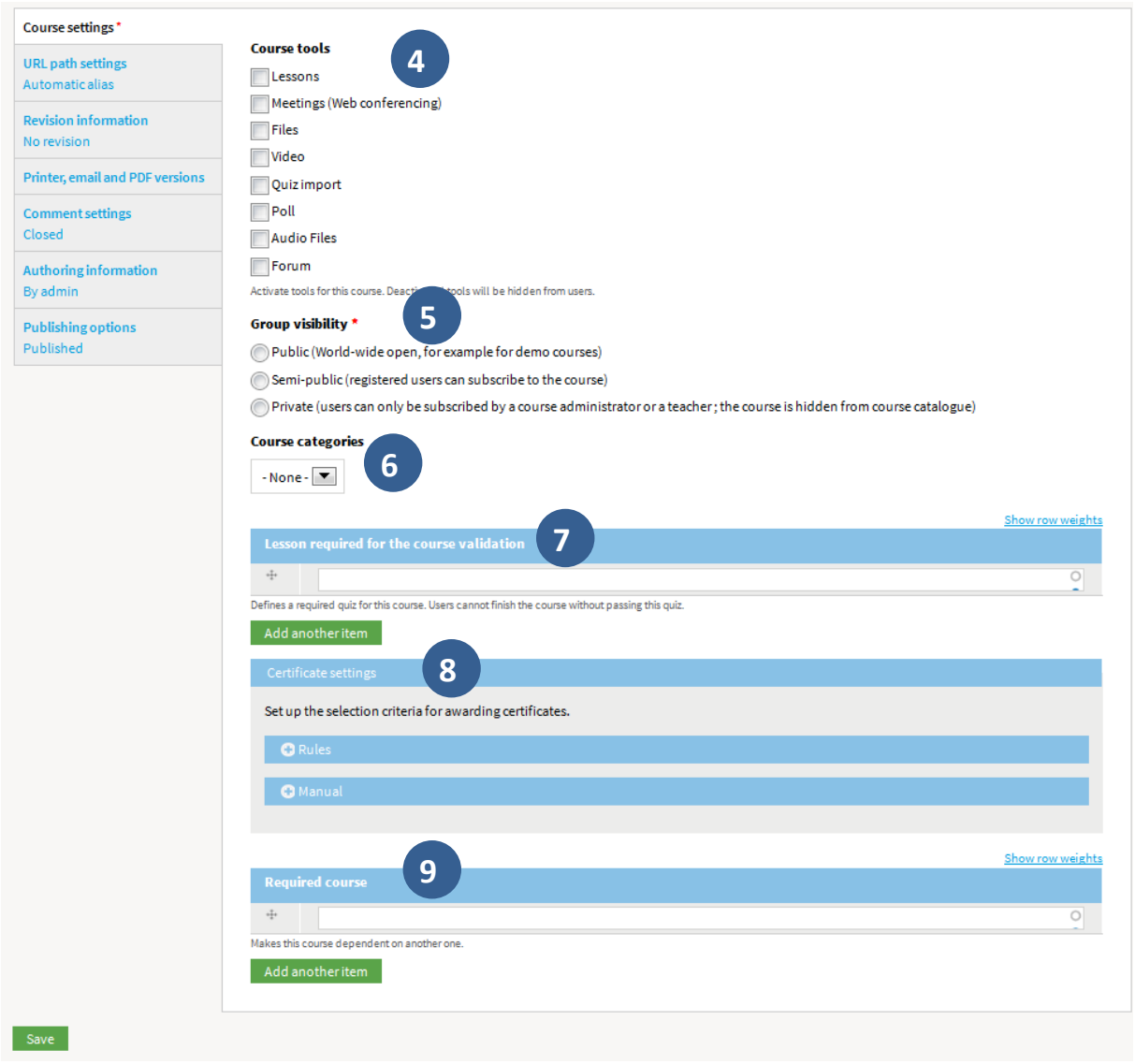

The main parts composing this course creation form are (see numbers in the above screenshot):

1. Title: The title of the course

2. Body: The description of the course, that will be displayed on its home page. Opigno proposes the CKEditor that offers nice WYSIWYG capabilities

3. Course image: The main picture for the course, that will be displayed in the course catalogue and in the list of your courses

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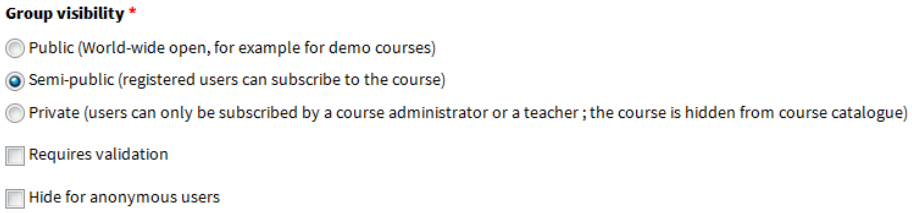
4. Course tools: the tools activated for this course. They can be separately defined for each course.

5. Group visibility: you can choose to have either public, private, or semi-public course. Public course will be displayed in the "Training catalogue" with worldwide visibility (for example for demo courses). Semi-public courses will only be displayed to authenticated users. Private courses are not displayed inside the training catalogue and can be accessed only after being subscribed by a course manager or a platform administrator. Note that for semi-public courses you are proposed two additional options, to define if the class requires a validation (if not users will be able to auto-register) and if they have to be hidden from the course catalogue.


Group visibility *
Public (World-wide open, for example for demo courses)
Semi-public (registered users can subscribe to the course)
Private (users can only be subscribed by a course administrator or a teacher ; the course is hidden from course catalogue)
Requires validation
Hide for anonymous users

Note: In case you have public courses or not, in order to display or hide the course catalogue button for anonymous users, you must go to "Administration > Appearance > Manage display settings" and check "Show menu for anonymous users" (at the bottom, under "Menu settings")

Note2: A frequent use case for these access rights is the possibility to sell online courses, and have the courses displayed in the course catalogue for anonymous users (so that they can see the courses and buy the access). To do that you will simply have to define the visibility to "Semi-public", not check the option "Hide for anonymous users", and define a price for the course.

6. Course categories: you can select here a category for this course, that will be used for the catalogue. Categories are a taxonomy, please refer to the dedicated section of this document for more details.

7. Lessons required for the course validation: this allows to define which lesson(s) will be mandatory for the validation of the course. A lesson can be:

- either theoretical (in this case you can add it in this section to make sure the student has opened the lesson and browsed into each slide before he validates the course)

- or a quiz to assess the student's knowledge (in this case the minimum score to obtain for this quiz will be defined in the quiz - please refer to the dedicated part of this document for more details)

- or an in-house lesson (please refer to the dedicated section of our manual) if the student must attend one (or many of them) in order to validate the course

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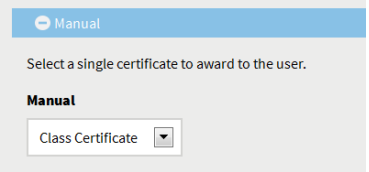
- or a webex live conference (please refer to the dedicated section of our manual) if the student must attend one (or many of them) in order to validate the course

This field has an autocomplete functionality, which means that the names of matching lessons will be proposed according to the first letters you have entered. You can add many lessons required for the course validation. To do so, click on the "Add another item" to add more fields. Each of these lessons will have to be successful in order to validate the course.

8. Certificate settings: in this part you can define if the course will automatic award certificates to the successful students (a student is considered successful to the course if he his successful to the quiz required for the course validation - see point 6). To do that, you will need to have previously created a certificate template (see the dedicated part in this document for more details. Then, click on "Manual" to open the section and select the certificate template you have created. You can also use the pre-defined Opigno templates.



9. **Required course**: You can define here one or more courses where the student has to be successful before he can start this course.

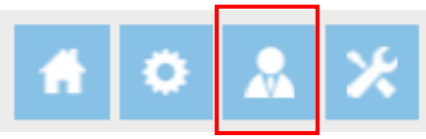
4.2. Modification of an existing course

To modify an existing course, simply go into Opigno Administration area and click on "Course administration" ("Content" section). Then click on the "Edit" link for the class you want to modify.

You can also go to the homepage of this course, and use the "Settings" button.

4.3. Add or remove students into a course

To manage the students of a course, you can go (as course manager or platform administrator) either into the class home page and click into the "Users" tab



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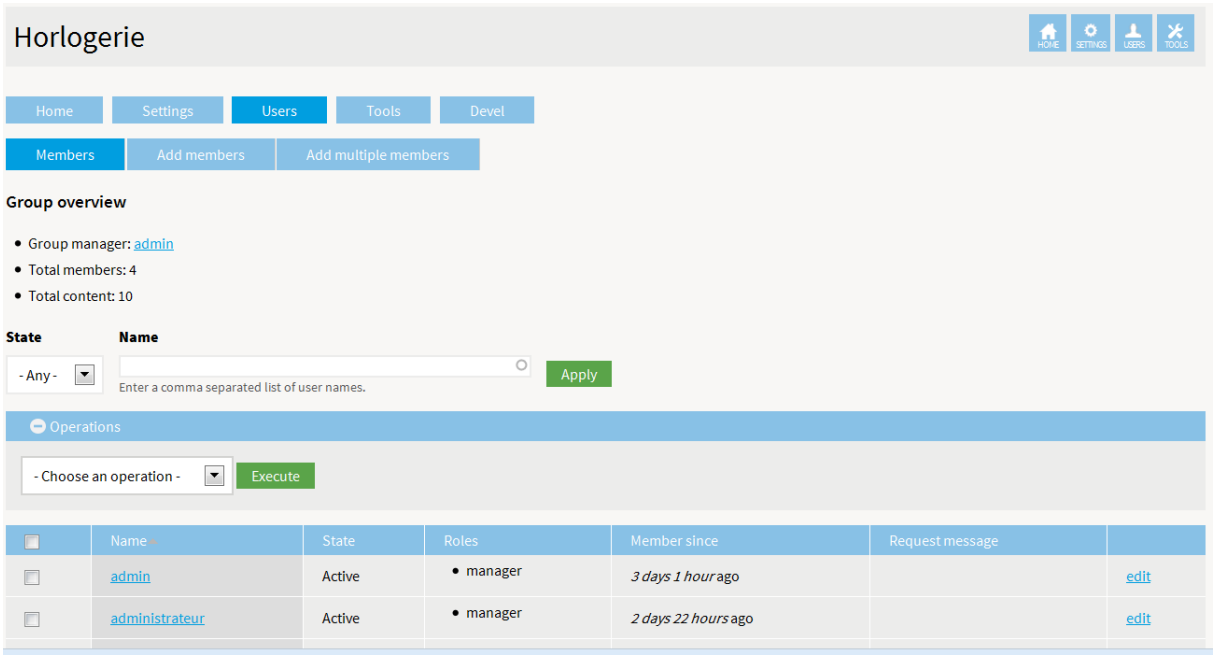
or go into Opigno Administration area and click on "Course administration" ("Content" section). Then click on the "Edit" link for the class you want to modify.

You will get an interface presenting the list of users into this course, with their state (active, pending, or blocked) and their role. An edit link will allow to modify or remove users.



At the top of this list, a button "Add members" allows to add participants to this course.

The interface is as below.

You can type an username in the dedicated field. An "autocomplete" system automatically proposes the matching usernames considering the first letters you have entered.

You can then select the state (active, pending, or blocked). By default you will probably use the "active" state.

You can then select the role of the user before saving.

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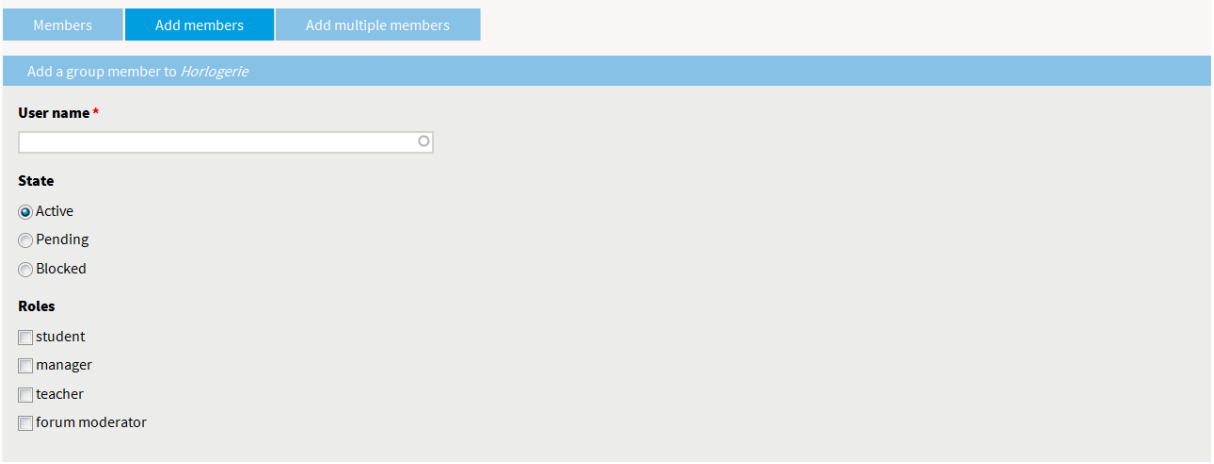
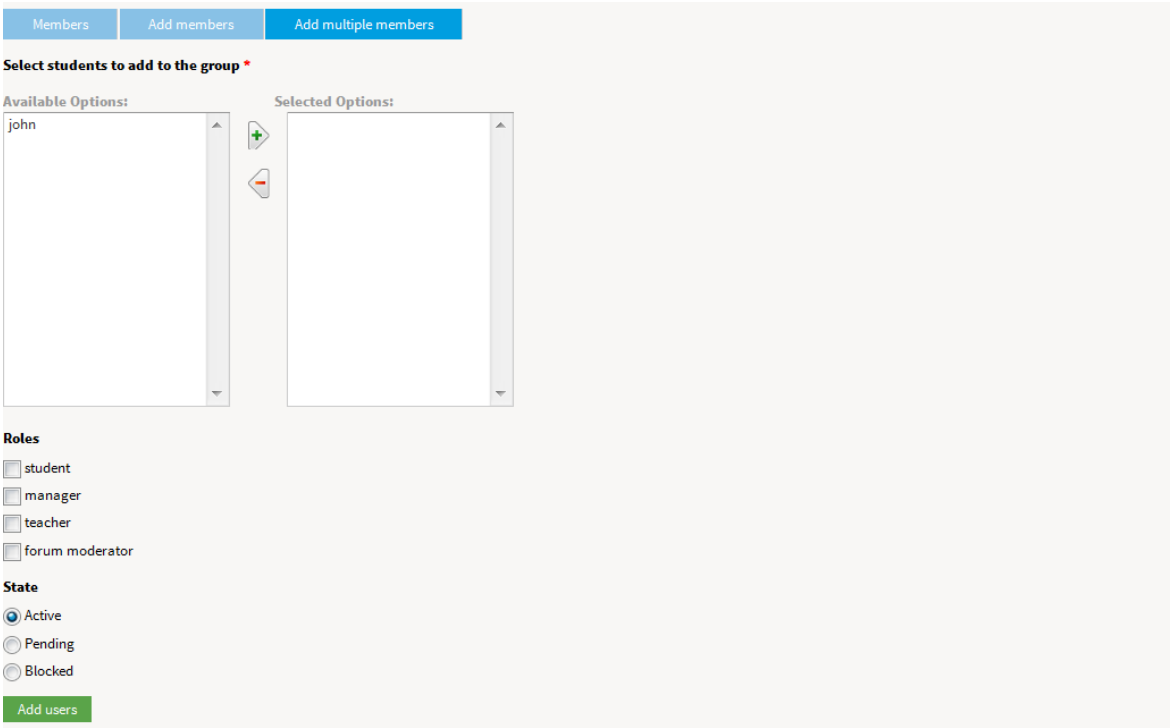


It's also possible to add multiple users. To do that, just click on "Add multiple members" instead of clicking on "Add members".

You can move the users from the "available" area to the "selected" area, then choose the role for these users and the state, and then save.



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4.4. Tools proposed inside courses

Opigno courses propose many tools proposing different ways to facilitate the knowledge transmission. These tools can be activated for each course, and appear on the home page of the course. To activate tools, simply go to the course settings area, and check the wished tools.

This section will present more in details the different tools, and the way to use them.

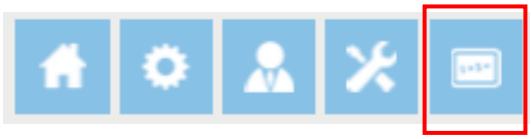
4.4.1. Tool "Lesson"

Lessons is an important tool, that allows to manage both theoretical content and quizzed to assess the students' knowledge.

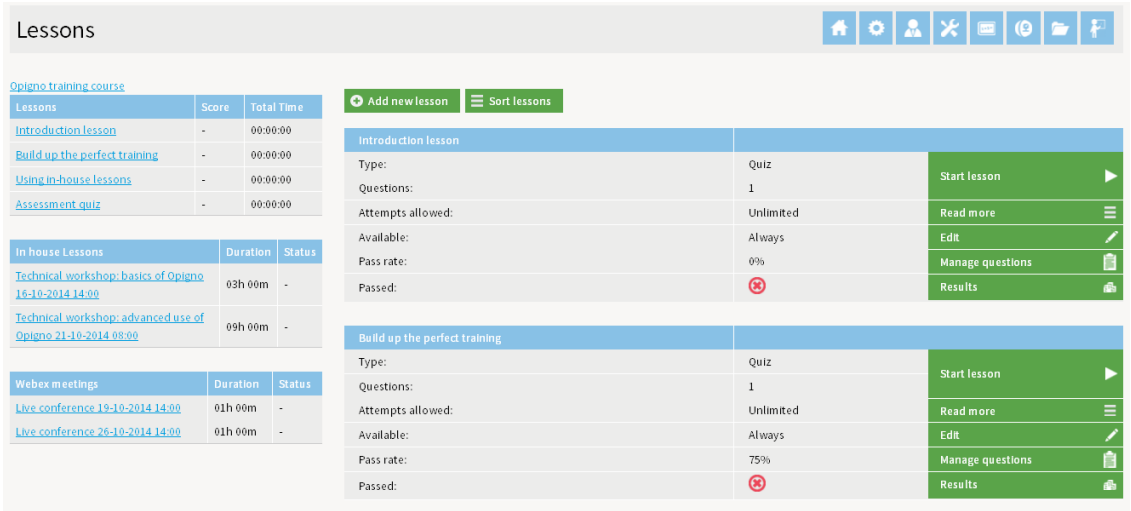
A lesson can be:

- purely theoretical: it means it will be composed of slides with content managed by Drupal, and allowing to add pictures, videos, text.
- purely quiz: only questions of different types
- mixed: in this case the lesson will contain slides of the two previous content types, allowing to add some questions at the middle of the theoretical content to make the lesson more dynamic and the student more active.

Lessons can be reached by clicking on the following button:



The interface (for teachers and administrators) is like follow:



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For each lesson, the following action buttons are available:

- Start lesson: allows to start the lesson
- Read more: allows to view the full details about the lesson
- Edit: allows to manage the settings for the lesson
- Manage question: allows to manage the questions (or steps) inside this lesson
- Results: allows to consult the results obtained by the students for this lesson

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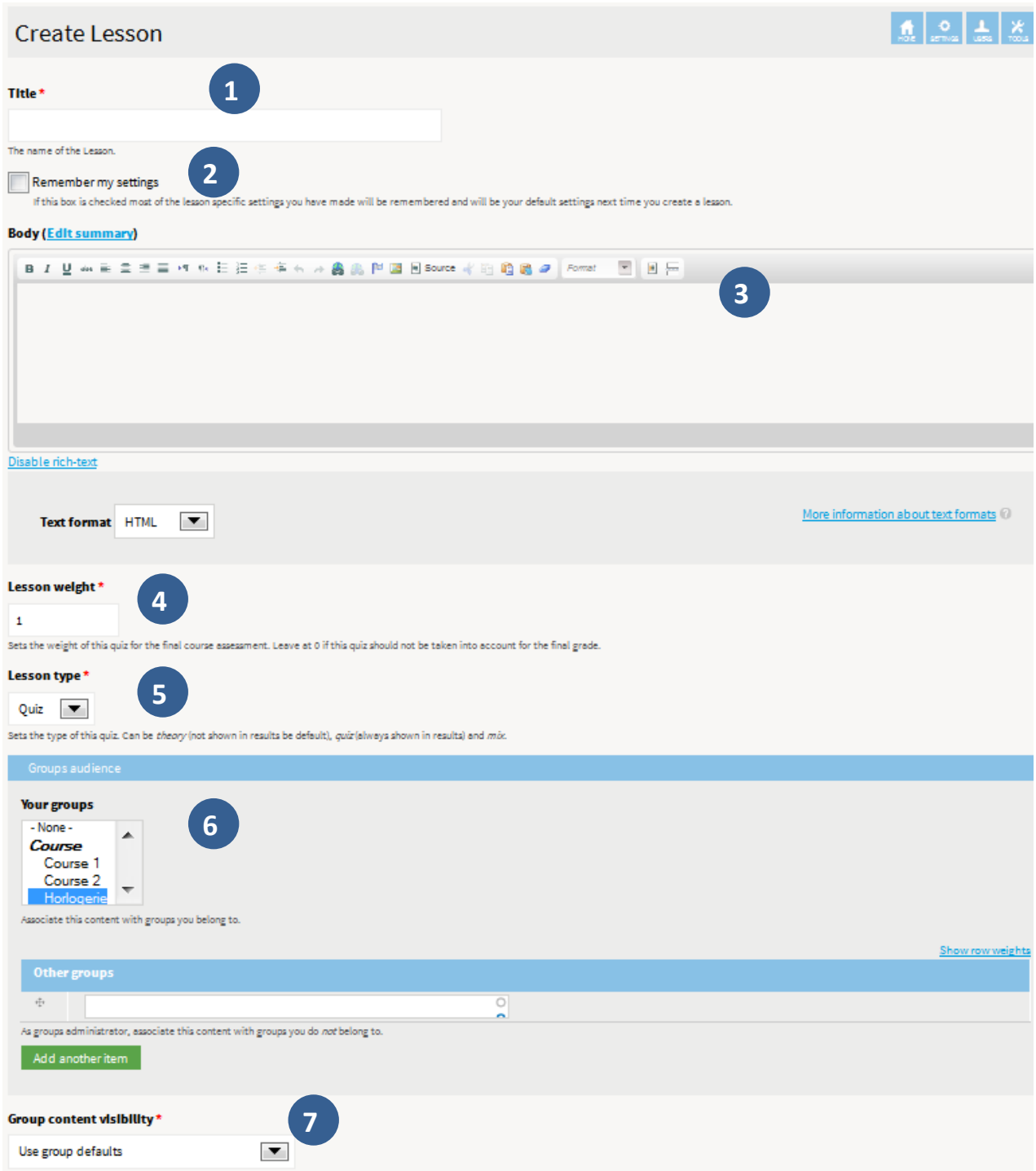
4.4.1.1. Add a new lesson

After clicking on the lesson tool on the course homepage, you get a list of all lessons. At the top of this list a link "Add a new lesson" allows to add a lesson. The form is the following:


Create Lesson
Title *
1
The name of the Lesson.
Remember my settings
2
If this box is checked most of the lesson specific settings you have made will be remembered and will be your default settings next time you create a lesson.
Body (Edit summary)
Source
Format
3
Disable rich-text
Text format
HTML
More information about text formats
Lesson weight *
4
1
Sets the weight of this quiz for the final course assessment. Leave at 0 if this quiz should not be taken into account for the final grade.
Lesson type *
5
Quiz
Sets the type of this quiz. Can be theory (not shown in results be default), quiz (always shown in results) and mix.
Groups audience
Your groups
6
- None -
Course
Course 1
Course 2
Horlogerie
Associate this content with groups you belong to.
Show row weights
Other groups
As groups administrator, associate this content with groups you do not belong to.
Add another item
Group content visibility *
7
Use group defaults

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1. **Title**: The title of the lesson

2. **Remember my settings**: when checking this option, the settings used for this lesson will be used as default settings for the future lessons

3. **Body**: The description of the lesson, that will be displayed on its start page. Opigno proposes the CKEditor that offers nice WYSIWYG capabilities.

4. **Lesson weight**: the weight is used to calculate the global score for the course, which will be the weighted average score for all lessons inside the course. In other words, the score for the course will be: (score_lesson_1 * weight_lesson_1 + … + score_lesson_n * weight_lesson_n) / (weight_lesson_1 + … + weight_lesson_n).

5. **Lesson type**: The lesson type has to be chosen between quiz, theory and mix (see above for details). This choice will impact the lesson's management interface, that will be simplified to present only relevant question types. If you choose a "theory" type all the quiz questions will be hidden, and only content slides will be available. If you choose "quiz", only the quiz questions will be presented. And with "mix" everything will be presented.

6. **Groups audience**: you can choose here the courses in which this class will be integrated. By default the current course is selected. The first select list proposes "your groups", which means groups you have created or groups you are member of. The second autocomplete field is only displayed to platform administrators and allows to define any other course.

7. **Group content visibility**: you can choose here "Use group defaults" (default option) which means that the visibility of the lesson will be the same as the course. We recommend to use this option. Or you can choose public or private visibility. **Note**: if the lesson will be used as an entrance test for the course (pre-test), the lesson will have to be public.

Other settings are available at the bottom of the form.

The first one, named "Result Comments", allows to define the global feedback to be displayed to the student after he finishes the quiz. To do that, you will define ranges for score (min - max values), named "Result option i", that you will associate with a comment.

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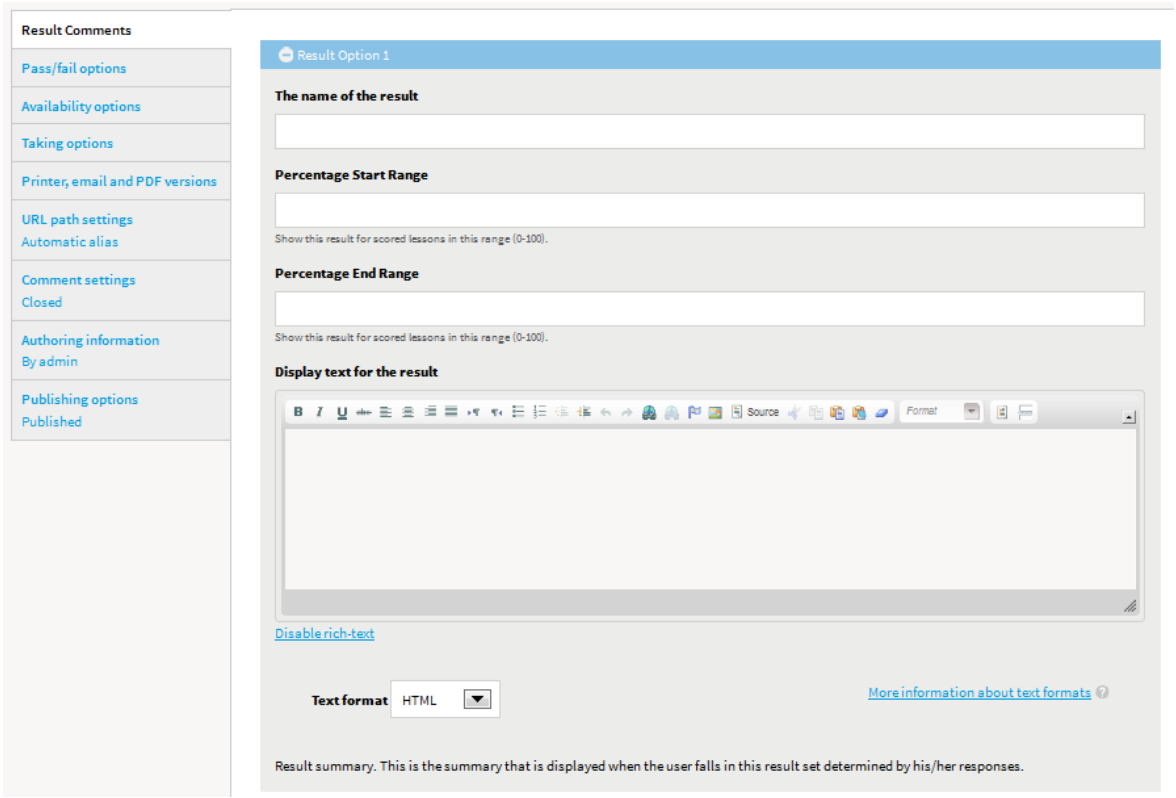

The tab named "Pass/Fail" is an important one and makes possible to define the criteria for lesson's validation.

You can set here the **Pass rate for Lesson (%)**: this is the minimum score (in % of the maximum score possible) the user will need to obtain to pass the lesson. For a quiz you can set a minimum score according to your requirements. If you simply want to have an overview of the students' level, but not block users (for example for an entrance test), you can set the pass rate to 0%. In case of a theoretical lesson, if you just want to make sure that students have browsed into each slide, you will also make the lesson required for the course validation, with a pass rate of 0%.

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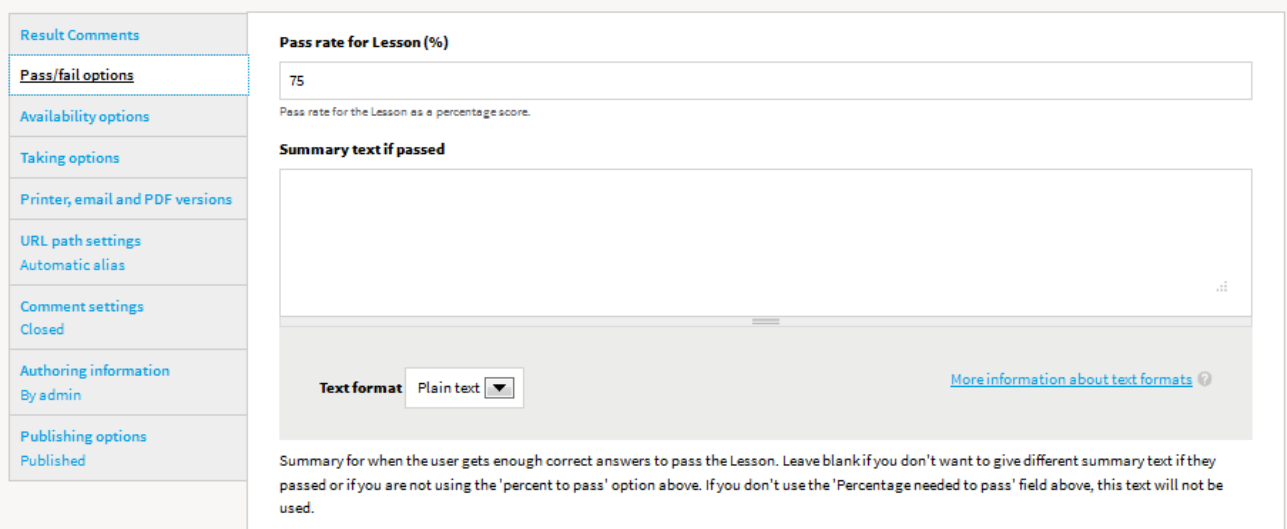
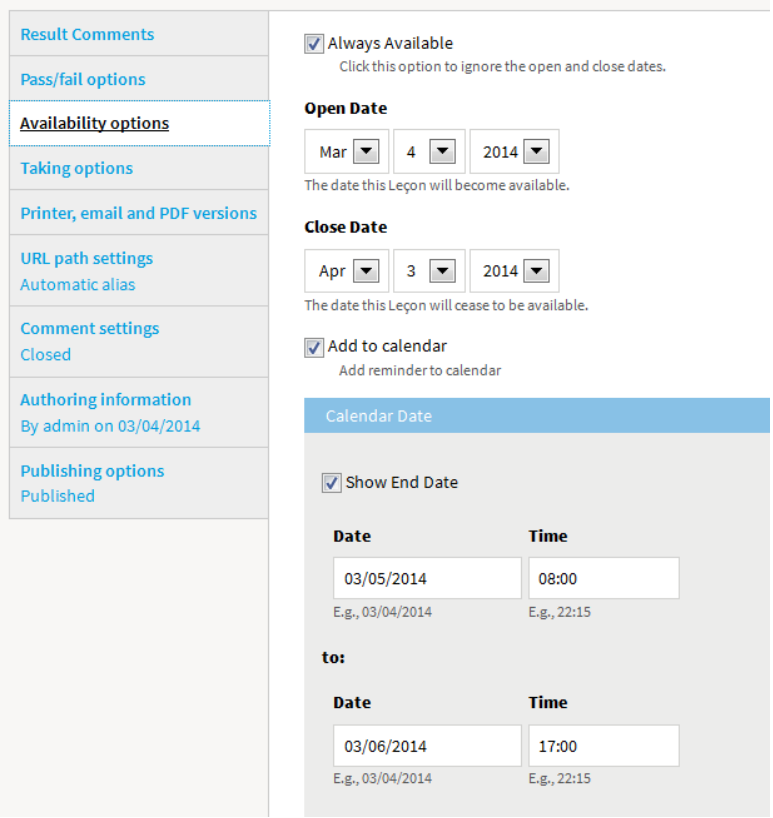

Result Comments
Pass/fail options
Availability options
Taking options
Printer, email and PDF versions
URL path settings
Automatic alias
Comment settings
Closed
Authoring information
By admin
Publishing options
Published
Pass rate for Lesson (%)
75
Pass rate for the Lesson as a percentage score.
Summary text if passed
Text format
Plain text
More information about text formats
Summary for when the user gets enough correct answers to pass the Lesson. Leave blank if you don't want to give different summary text if they passed or if you are not using the 'percent to pass' option above. If you don't use the 'Percentage needed to pass' field above, this text will not be used.

In the tab named "Availability options", you will define if the lesson has to be always available, or opening and closing dates. Outside these dates the lesson won't be available.



This makes also possible to decide if a lesson has to be added to the calendar for all the course participants. In this case, simply check "Add to calendar" and choose one date or a period composed with a start date and an end date.

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The tab "Taking options" is dedicated to the way students can answer to the quiz. You can define:

- **Allow resume**: possibility for users to stop the lesson they are browsing, and resume later at the same point
- **Allow skipping questions** (for quiz): the user can leave a question blank and finish the quiz
- **Allow jumping**: possibility for the user to browse the slides/question in an order different from those defined by the lesson's author
- **Backwards navigation**: possibility to go back in slides/questions
- **Repeat until correct** (for quiz): the user will have to retry each question until he finds the correct answer, and then go to the next question
- **Mark doubtful**: allows the student to mention if he is not sure about the answer
- **Show passed status**: displays the status if the student has previously passed the lesson
- **Randomize questions**: 4 different modes are proposed on the way to randomize the order in which questions/slides will appear.
- **Assign Action**: an action that will be performed once the student has passed the lesson (actions are related to Drupal rules)
- **Allowed number of attempts** (mainly interesting for quiz): the maximum number of times a student can do the quiz
- **These results should be stored for each user**: you can here define, in case of multiple attempts, which score has to be taken into account (the latest, the highest, or every one)

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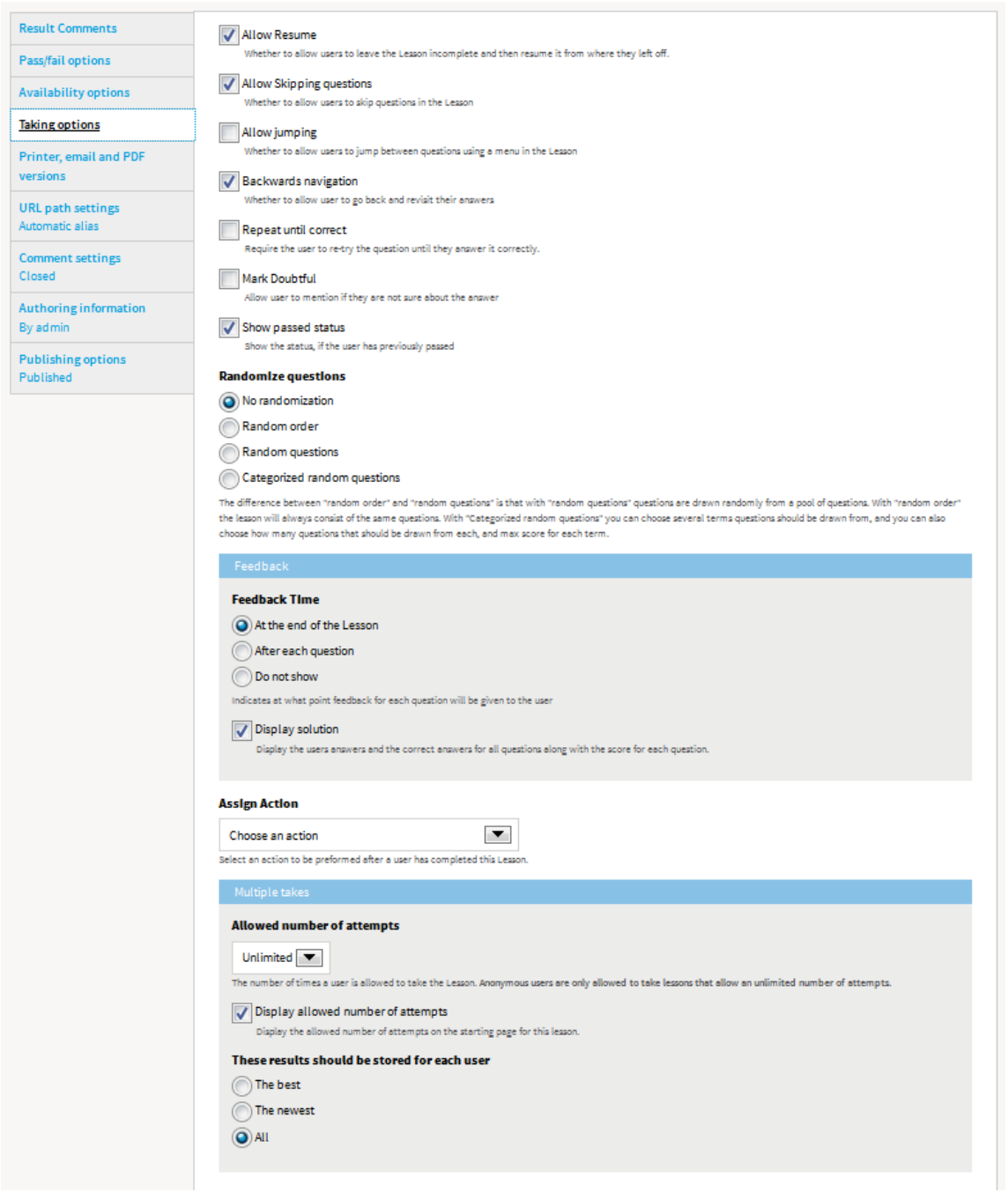
Result Comments
Pass/fail options
Availability options
Taking options
Printer, email and PDF versions
URL path settings
Automatic alias
Comment settings
Closed
Authoring information
By admin
Publishing options
Published
Allow Resume
Whether to allow users to leave the Lesson incomplete and then resume it from where they left off.
Allow Skipping questions
Whether to allow users to skip questions in the Lesson
Allow jumping
Whether to allow users to jump between questions using a menu in the Lesson
Backwards navigation
Whether to allow user to go back and revisit their answers
Repeat until correct
Require the user to re-try the question until they answer it correctly.
Mark Doubtful
Allow user to mention if they are not sure about the answer
Show passed status
Show the status, if the user has previously passed
Randomize questions
No randomization
Random order
Random questions
Categorized random questions
The difference between "random order" and "random questions" is that with "random questions" questions are drawn randomly from a pool of questions. With "random order" the lesson will always consist of the same questions. With "Categorized random questions" you can choose several terms questions should be drawn from, and you can also choose how many questions that should be drawn from each, and max score for each term.
Feedback
Feedback Time
At the end of the Lesson
After each question
Do not show
Indicates at what point feedback for each question will be given to the user
Display solution
Display the users answers and the correct answers for all questions along with the score for each question.
Assign Action
Choose an action
Select an action to be preformed after a user has completed this Lesson.
Multiple takes
Allowed number of attempts
Unlimited
The number of times a user is allowed to take the Lesson. Anonymous users are only allowed to take lessons that allow an unlimited number of attempts.
Display allowed number of attempts
Display the allowed number of attempts on the starting page for this lesson.
These results should be stored for each user
The best
The newest
All

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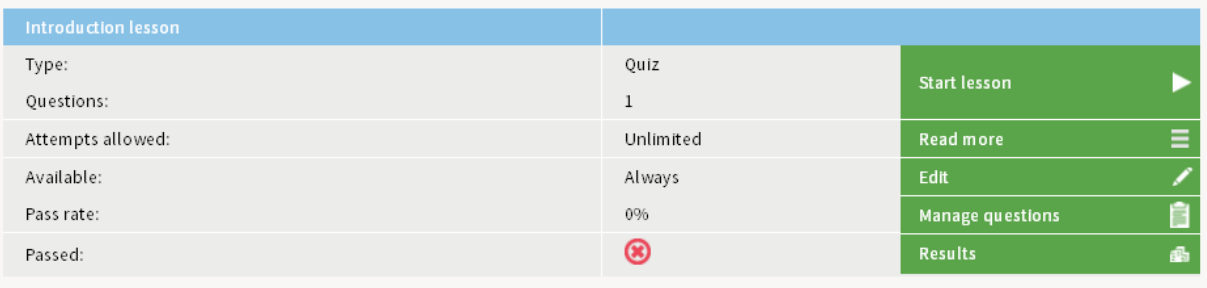
4.4.1.2. Edit global settings of a lesson

To edit the global settings of an existing lesson, you can simply go to the lesson home page, and click on the "Edit" tab at the top of the page.

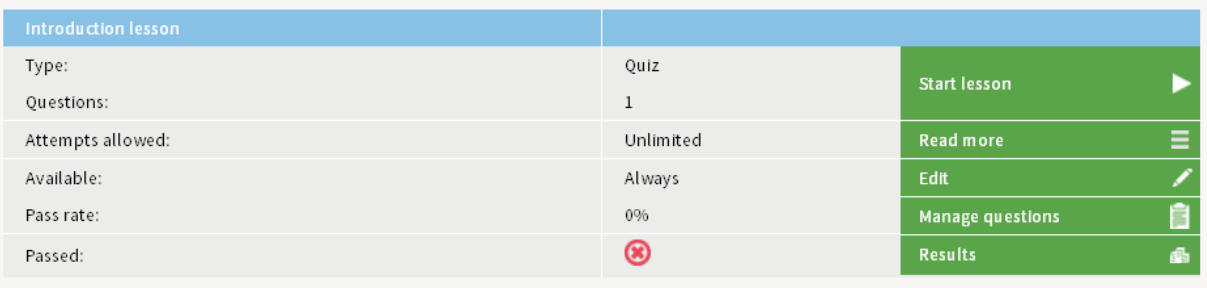


You will then find the settings explained at the previous section of this document.

4.4.1.3. Add questions / slides to the lessons

Once a lesson is created, you will probably want to add question and/or slides to it.

To do that, you will click on the "Manage questions" tab at the top of the page.



You will then arrive to the following interface.

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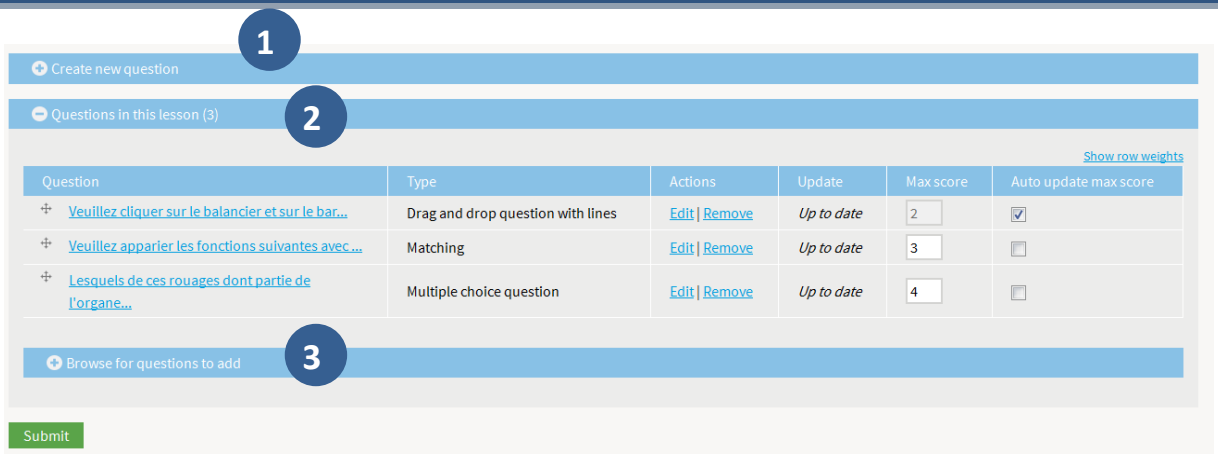

By clicking on the "**Create new question**" link (see 1.), the list of available questions will open (see below for more details), making possible to choose a question type and define its content and settings.

In the area "**Questions in this lesson**" (see 2.), you will see the list of questions inside this lesson. Edit and Remove links will allow to manage questions. The maximum score for the question will also be defined here. By default it is calculated as the maximum number of points possible to have with the question, according to the points you granted for each answer possible. Auto update max score means that if you modify a question (add or remove correct alternatives for a multiple choice question for example), the max score will be automatically re-calculated by adding the scores for all the alternatives proposed inside the question. If not checked the max score will remain the same even if you modify the answers.

By clicking on the "**Browse for questions to add**" link (see 3.) you will be displayed the list of all questions used for your platform (a pool of questions) and be able to simply select one to add it to the current lesson.

The available question types are the following:

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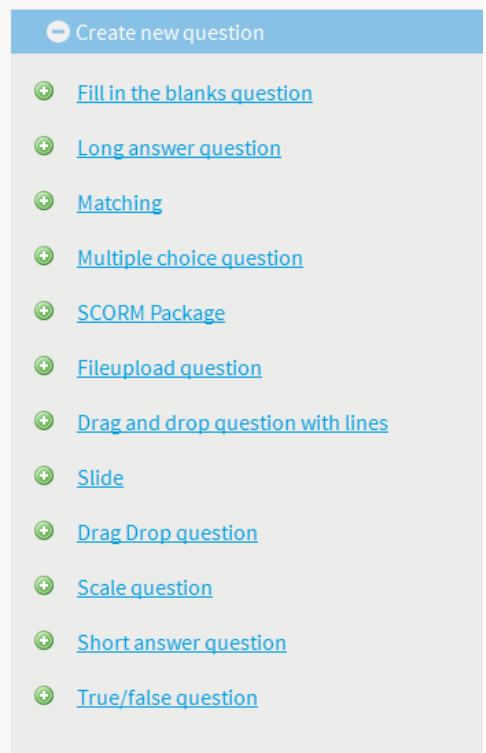

Here is a description of each of them:

Question type	Description
Long answer question	Question proposing the student to write a long text to answer. The scoring of this question will have to be done manually.
Matching	Question requiring to match the elements from two columns. The elements in the first column will be fixed and randomized, and the ones in the second column will be presented in dropdown boxes.
Multiple choice question	The classical question with many possible answers. One or more answers may be defined as correct. The score is defined for each possible answer, and may be null, positive, or negative (in case of wrong answer).
Fileupload question	This question proposes the student to upload a file containing his work. The scoring of this question will have to be done manually.
Drag and Drop questions with lines	This question makes possible for the user to select zones inside a picture. At the moment the zones can only be circle-shaped.
Slide	This is a theoretical content slide, no answer is awaited from the student.
Scale question	A question proposing to answer to questions using a scale (for example "Never - Always" or "Totally disagree - Totally agree")
Short answer question	A question the user has to answer with a short text. The scoring can be either automatic, either manual.
True/false question	A question that has to be answered with true or false.
Fill in the blanks question	A text with missing words, the user has to fill-in.
Drag Drop question	This question proposes the user to match pictures and labels, by drag and drop.

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The creation of a question is quite similar for all question types, even if each of them proposes some specific settings.

You will have basically to define the question, the possible answers, and the feedback.

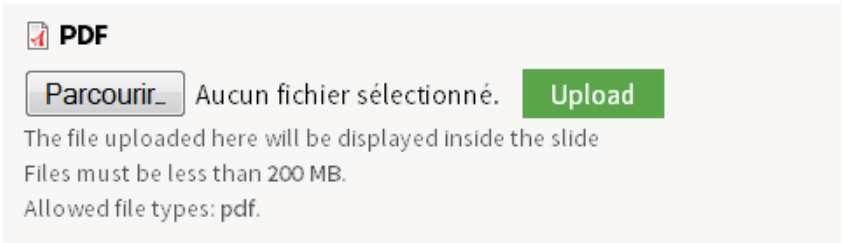
Note: for theoretical lessons, users can switch in full screen display mode, simply by clicking on the arrows on the top right corner of the slide:

To exit the full screen view, you will have to click again on the arrows at the top right corner of the page:

4.4.1.4. *Creation of slides for theoretical content*

Opigno makes possible to create slides of theoretical content. Slides can be either created using the WYSIWYG editor, including the use of pre-defined templates (please refer to the next section), or can be created by loading a PDF file that will be displayed inside the slide.

To do that, in the dedicated section of the slide creation interface, simply load a PDF file.



This feature requires to install an additional library (that cannot be integrated by default into Opigno). The installation is very simple and implies to download the pdf.js library from:

http://mozilla.github.io/pdf.js/getting_started/

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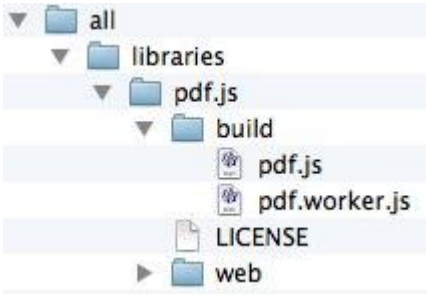
and extract is into your Opigno libraries directory (/sites/all/libraries). The folder in your libraries folder must be named to pdf.js. Make sure your directory structure like this:

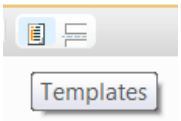


4.4.1.5. Use templates for theoretical content

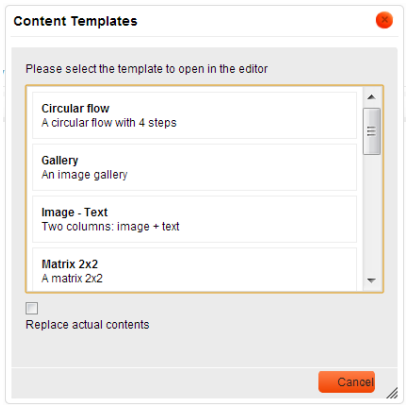
For theoretical lessons, the slide creation can be facilitated by the use of templates. The platform administrator can also make sure that the corporate identity will be respected by the teacher creating courses' content if they use platform-defined templates.

Opigno proposes by default some templates. You can of course add new templates as a platform administrator by clicking in the Administration area on "WYSYIWYG templates", and creating your templates with HTML/CSS code.

You can use the templates when creating a theoretical slide by clicking in the WYSIWYG menu on the dedicated button:



You will then be proposed the list of available templates and use one by clicking on its name



You can then edit its content with the editor.

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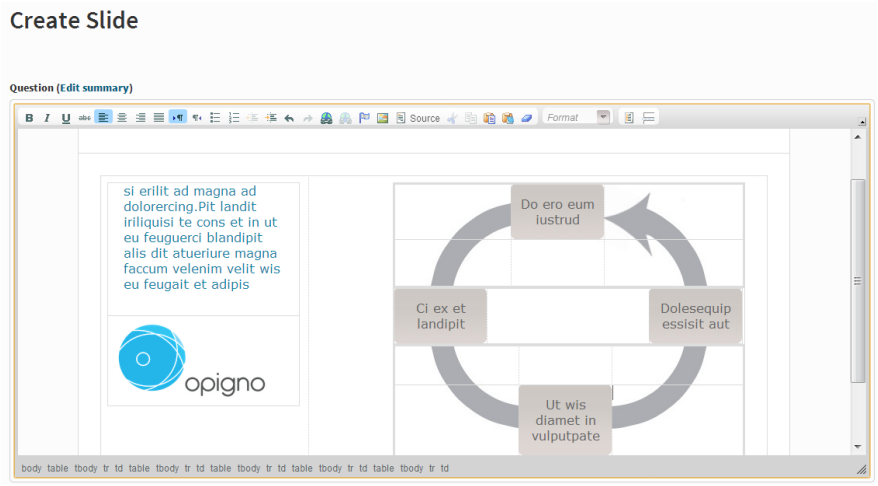
Create Slide
Question (Edit summary)
si erilit ad magna ad dolorercing.Pit landit iriliquisi te cons et in ut eu feuguerci blandipit alis dit atueriure magna faccum velenim velit wis eu feugait et adipis
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4.4.1.6. Sort lessons

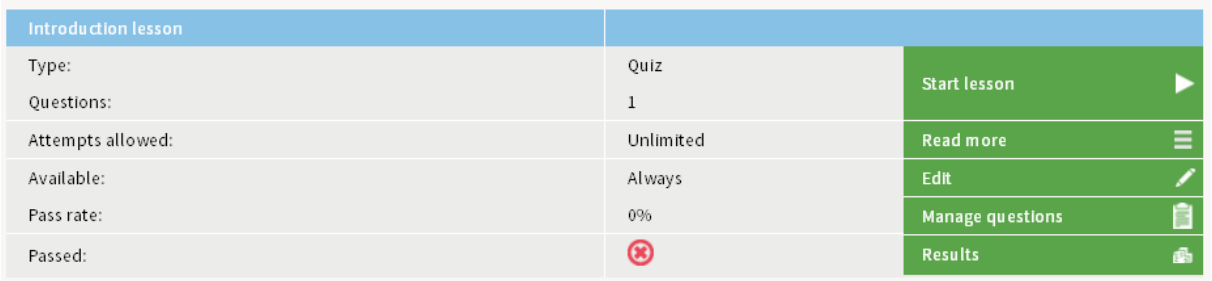
To sort the lessons inside a course, just go into the course and then into the "Lessons" tool.

Then, click on "Sort lessons".

You can sort the different lessons inside the course with drag and drop, and then save.

4.4.1.7. Consult results and score manually answers

From the list of lessons, you can click on the "Results" tab to consult the results for a lesson.



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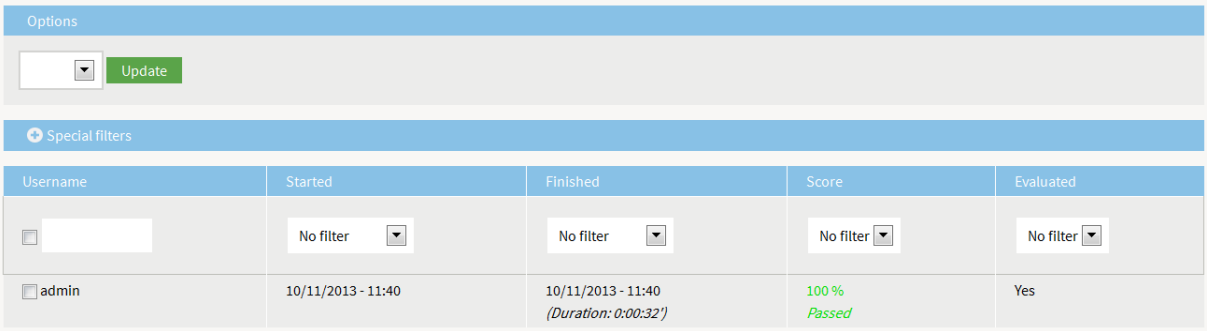
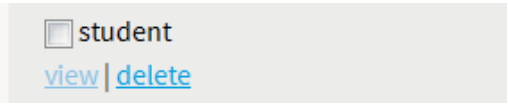
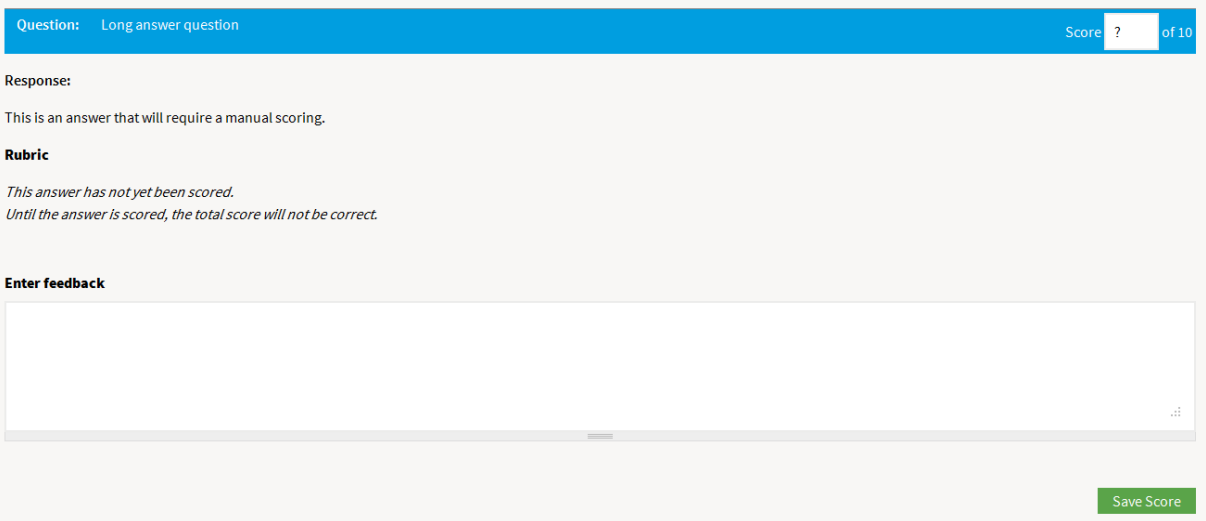
You get a table of all results of students to this lesson.



To view the details of the answers given by a student, or to score questions requiring manual scoring, just click on the "view" link under a username (the link appears when your mouse pointer is over the username).



You can then view the detailed results for each question. To score manually a question, just define the score in the dedicated area, eventually add a feedback, and click on "Save score".


Question: Long answer question
Score ? of 10
Response:
This is an answer that will require a manual scoring.
Rubric
This answer has not yet been scored.
Until the answer is scored, the total score will not be correct.
Enter feedback
Save Score

The scoring can be done either by the course teacher, the course manager, a platform administrator, or the coach of the class (if the course is part of a class).

Note: in the administration area, you have also a link "My course student results" that allows to consult the results for your courses, but at a more global level (no detail by question).

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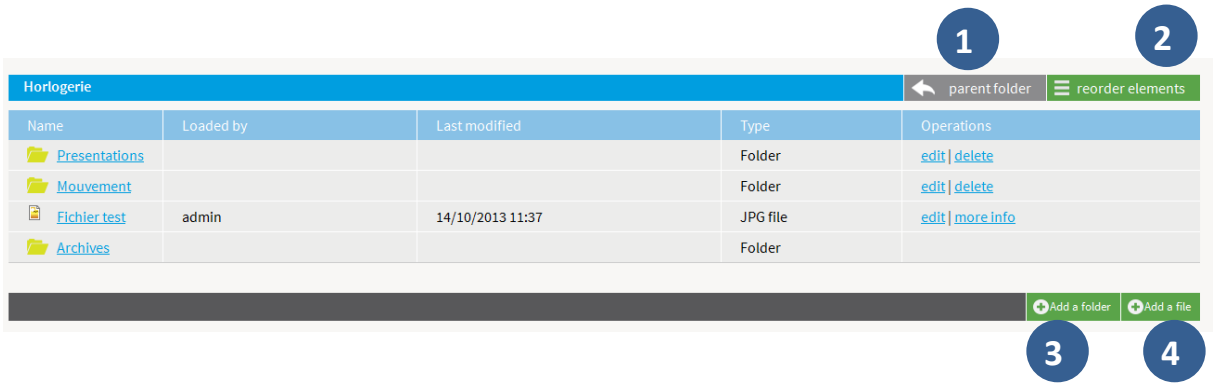
4.4.2. Tool "Documents"

The tool documents provides a kind of Document Management System inside courses. It makes possible to very easily share documents and organize them inside folders.

It can be accessed from a course by clicking on the following button:



When clicking on files, you can open the files, and, clicking on folder names will make you enter inside this folder. A button "Parent folder" (see 1.) allows to go back to the parent folder.

The content is visible for students, but only manageable (adding files, folders, moving files, etc.) by the course teacher, course manager, or platform administrators.

New folders can be added by clicking on the button "Add a folder" (see 3.), and new files with the button "Add a file" (see 4.).

Folders and files can be reordered by drag-and-drop when clicking on the "reorder elements" button (see 2.). In this case you have first to go to the parent folder so that you are able to reorder all the elements below this parent folder.

Adding a file is done with the interface below, by defining:

- a title
- eventually a description (field "Body")
- a file
- the folder containing this file (the file can moved afterwards either by editing it, or with the "reorder" interface)

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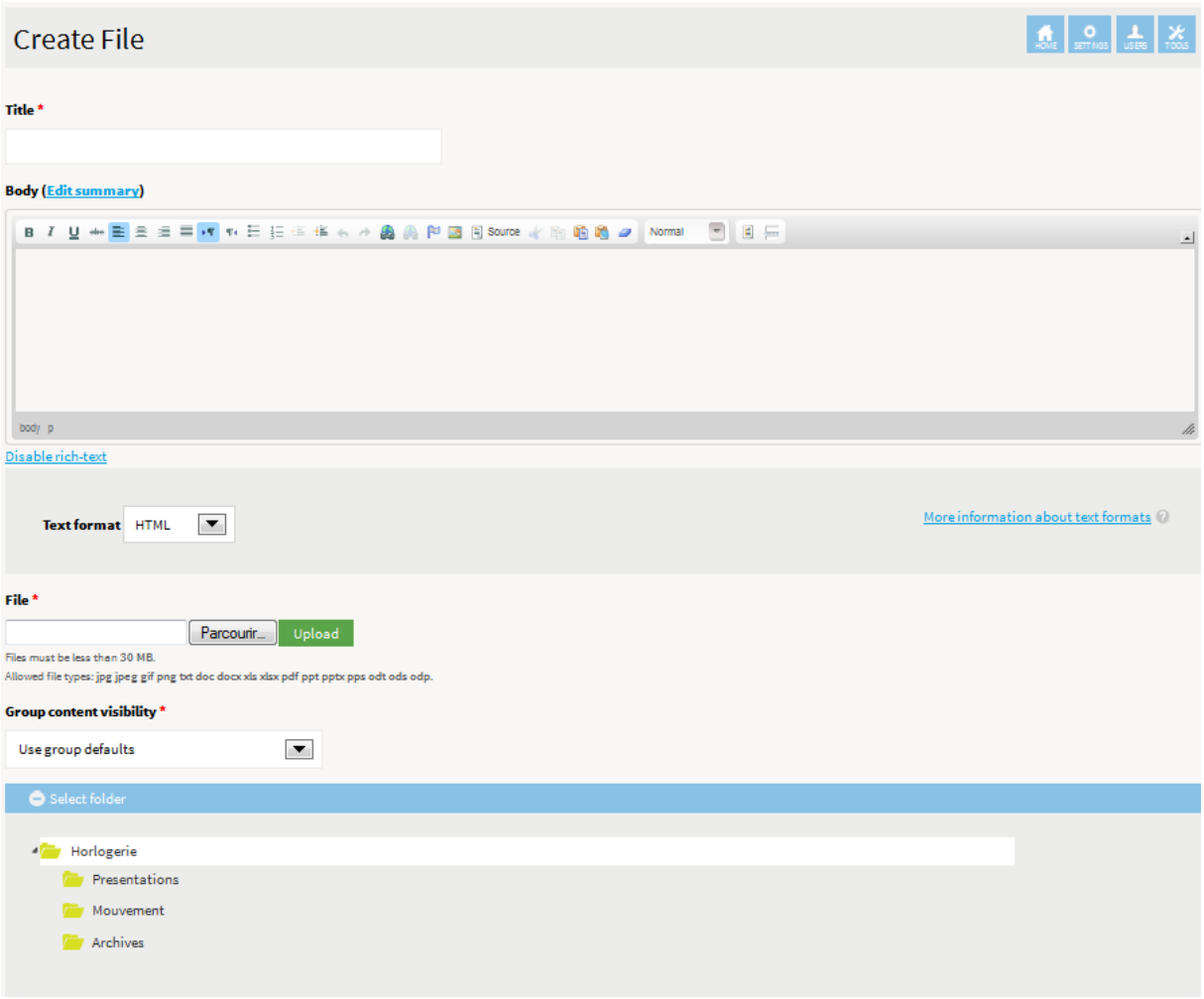

4.4.3. Tool "Forum"

If activated, the tool forum allows to have a forum restricted to the course users.

This forum will also be accessible from the "Forum" link inside the main menu

The forum page is quite classic and easy to use. Topics can be added with the "New topic" button.

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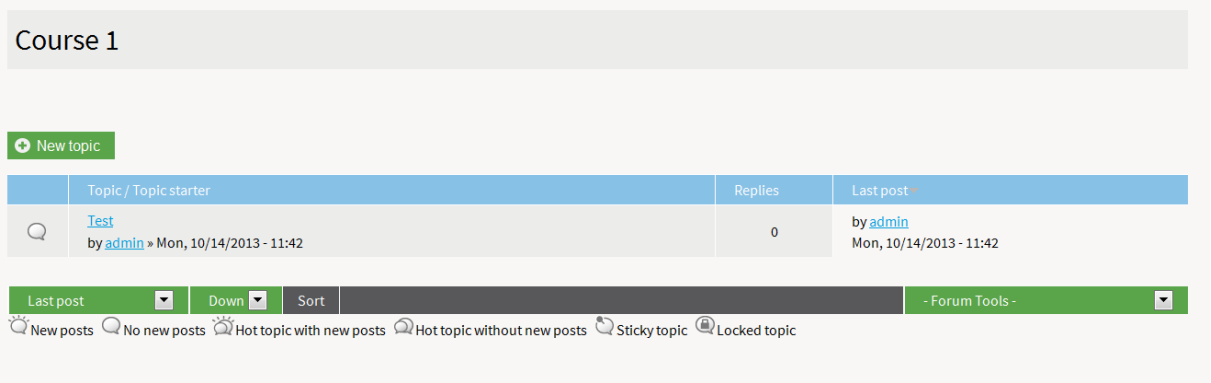
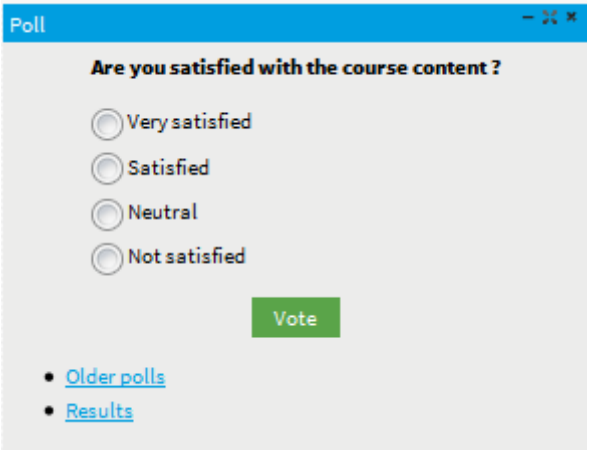


4.4.4. Tool "Poll"

The tool poll allows to insert polls inside courses.

It can be accessed (by teachers or admins) from a course by clicking on the following button:

The poll consists of one question, displayed in a box on the platform's homepage (only the last active poll is displayed) and inside the course.



To insert a poll, just go into the poll course and click on "Add a new poll".

You will have to define the following elements (see below):

- The question (see 1.)
- The answers proposed for the question (see 2.)
- The status (active/closed) and the duration (see 3.)
- The courses concerned (by default the current course is selected) (see 4.). Platform administrators can enter the name of any course. Teachers and managers can only see the courses on which they have the required permissions.

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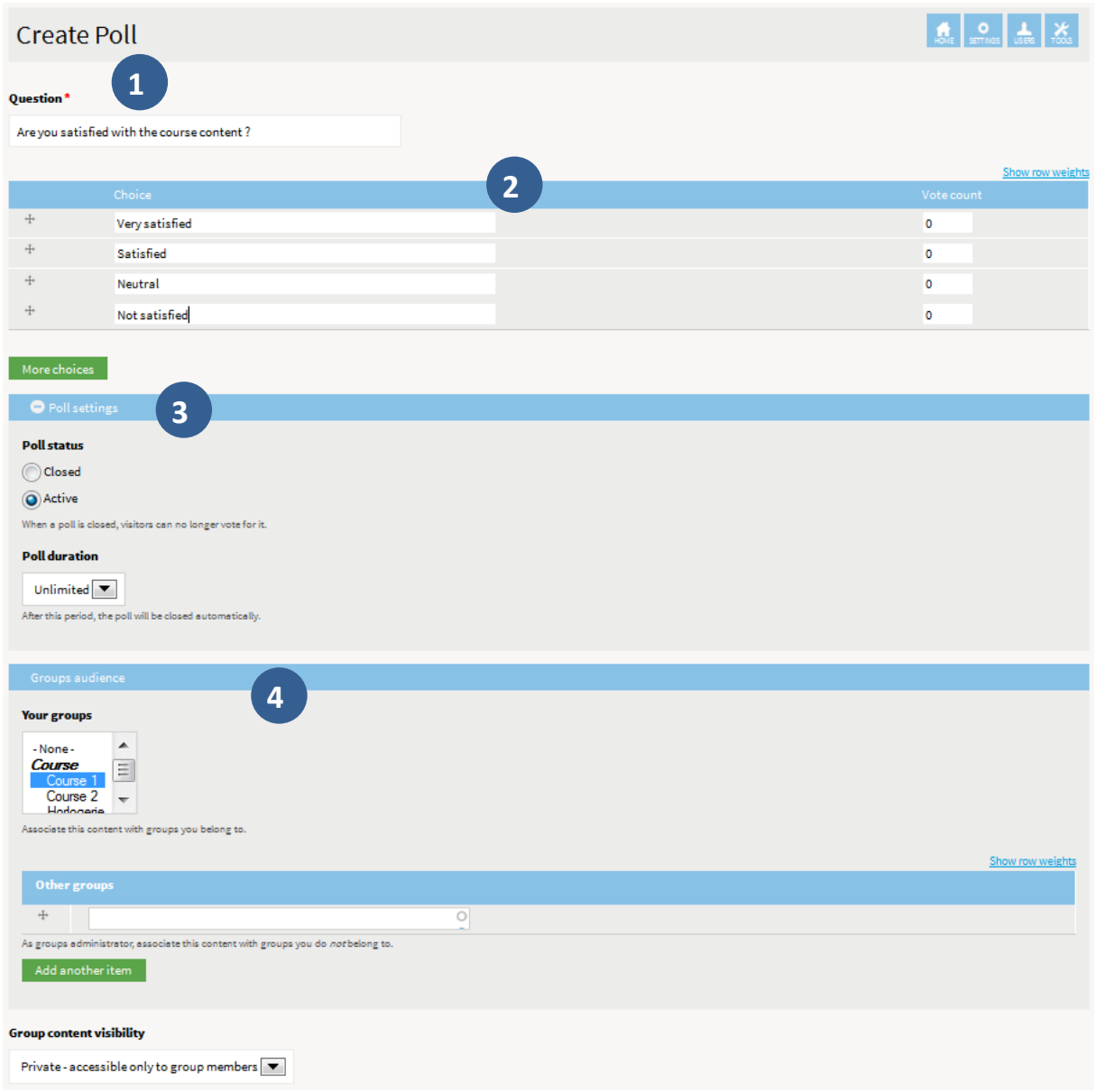

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4.4.5. Tool "Videoconference"

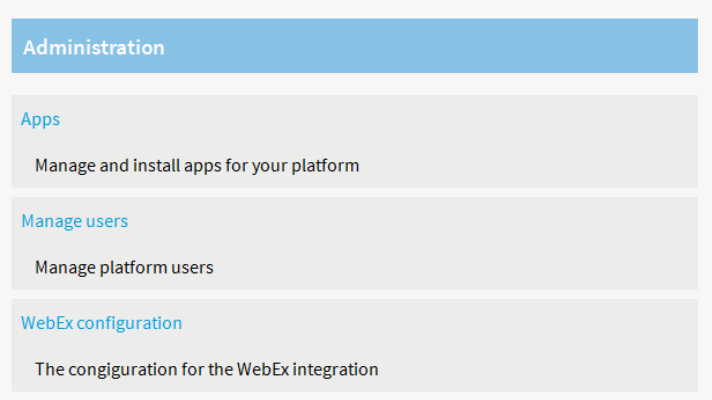
Opigno proposes a videoconference tool, based on Webex.

This is an additional tool that requires to be installed from the Apps management interface (please refer to the section dedicated to Apps management for more details).

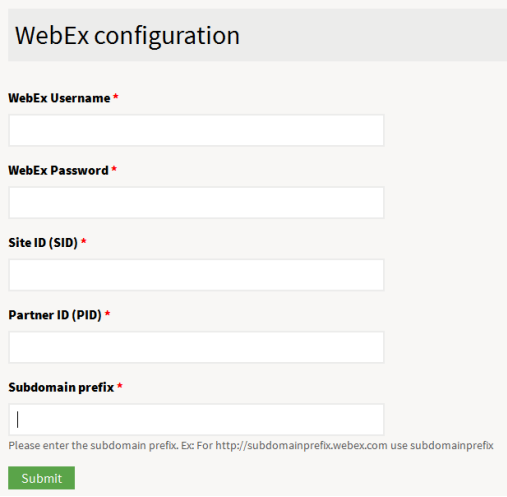
You will need to create at Webex an account for the XML API (you will pay directly to Webex the monthly subscription):

http://developer.cisco.com/web/webex-developer/xml-api-overview

Then click on "Webex configuration" in the administration area



and enter the access codes provided by Webex



In a course where you would like to provide videoconference capabilities, simply activate the tool in the settings.

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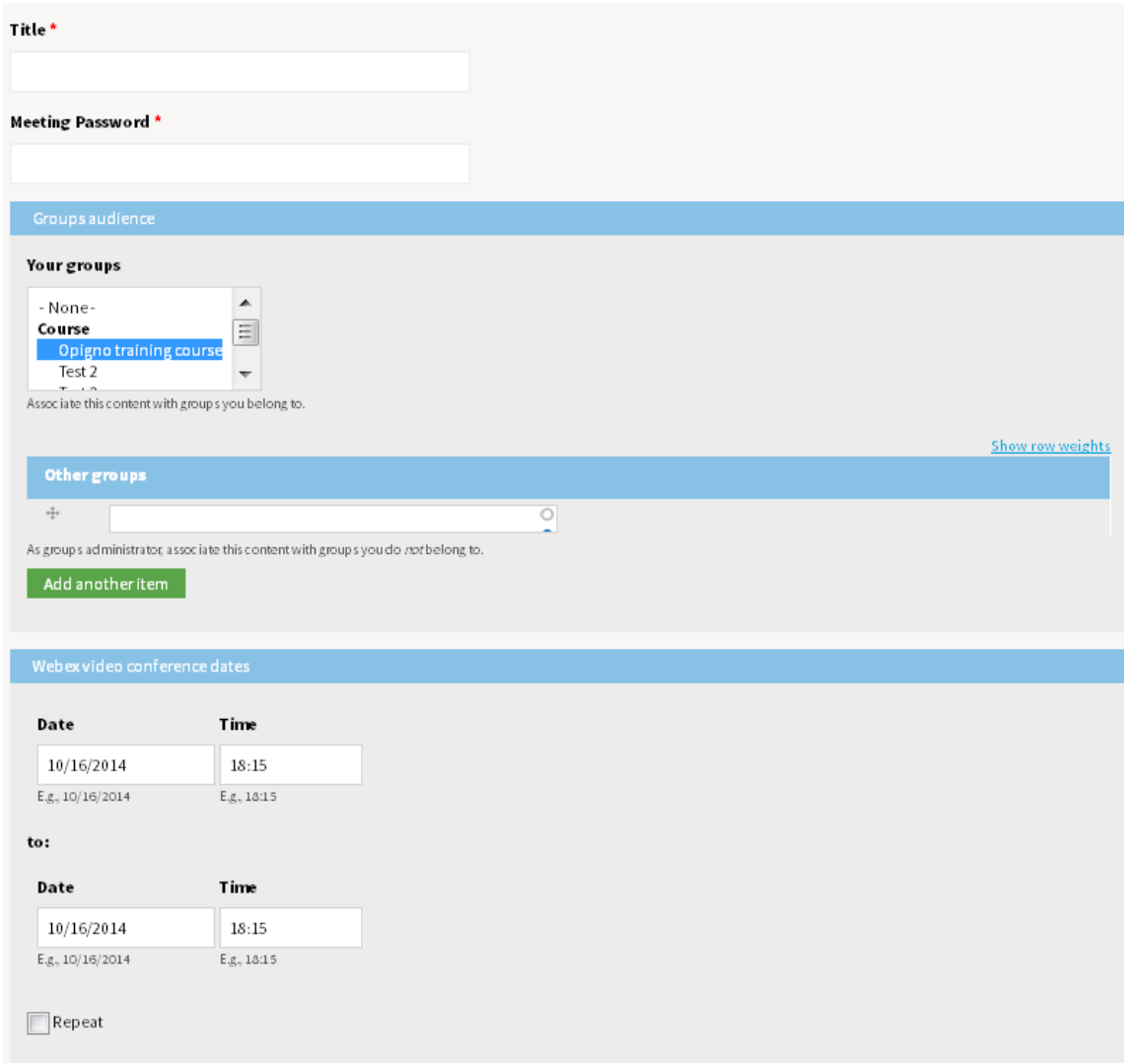
It will be consequently be possible to access this tool from a course by clicking on the following button:

Then, as a course teacher, course manager, or platform administrator, you can click inside this tool on the link "Create meeting".



You will have to enter the title, password (if wished), the start and end date, and course audience (by default the current course is selected). Platform administrators are able to enter the name of any course.

By enabling the option "Repeat" you will be able to define recurring dates (for example weekly, or monthly, …) and have automatically created all the live meetings. The options will be the following:

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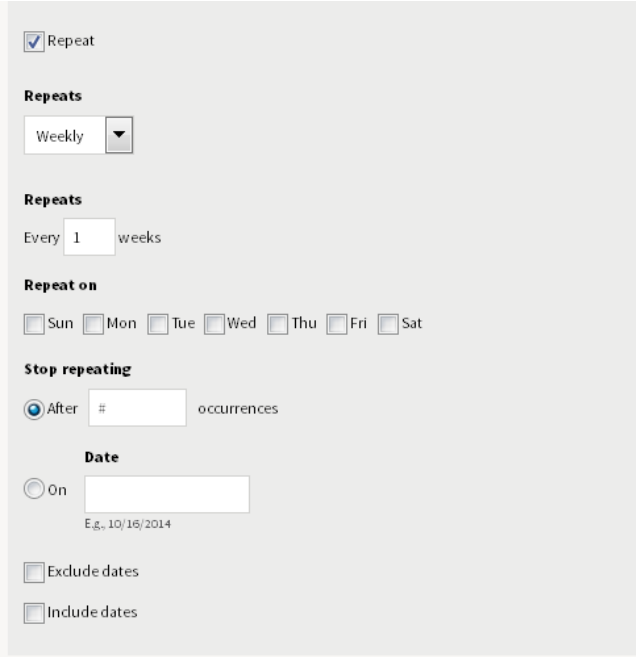
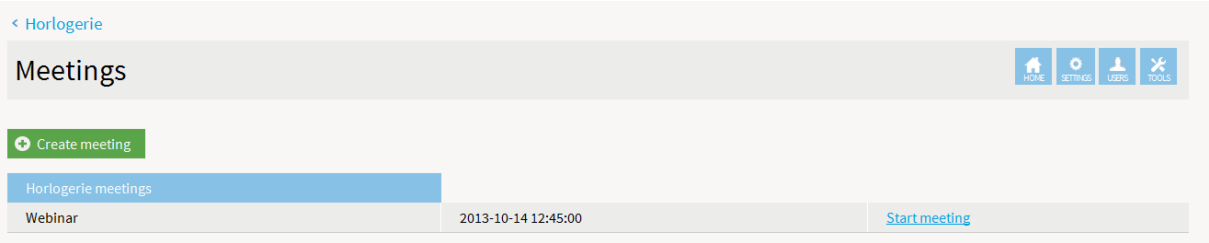


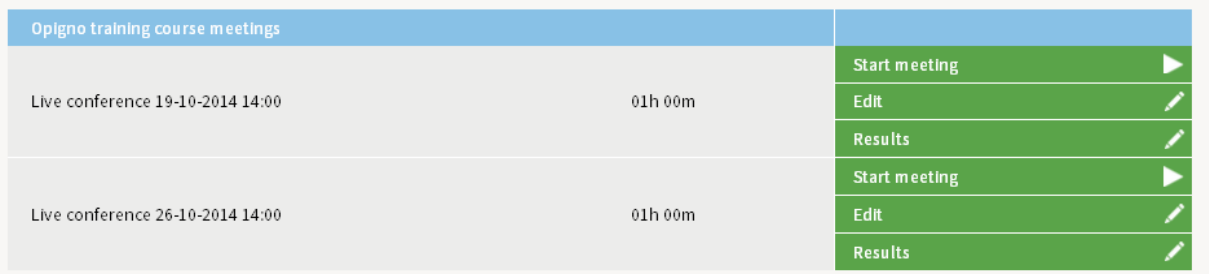
Once created the meeting(s) will be added in the calendar for the course's users.

Then, when clicking on the meeting tool for this course, you will see the meeting(s) appear with a link to join the meeting:



You can also click on the event in the calendar to arrive to the meeting page, and then click on "Start meeting".

Teachers and administrators will be able to score the attendance to the meetings, by clicking on the "Results" button for the wished meeting:



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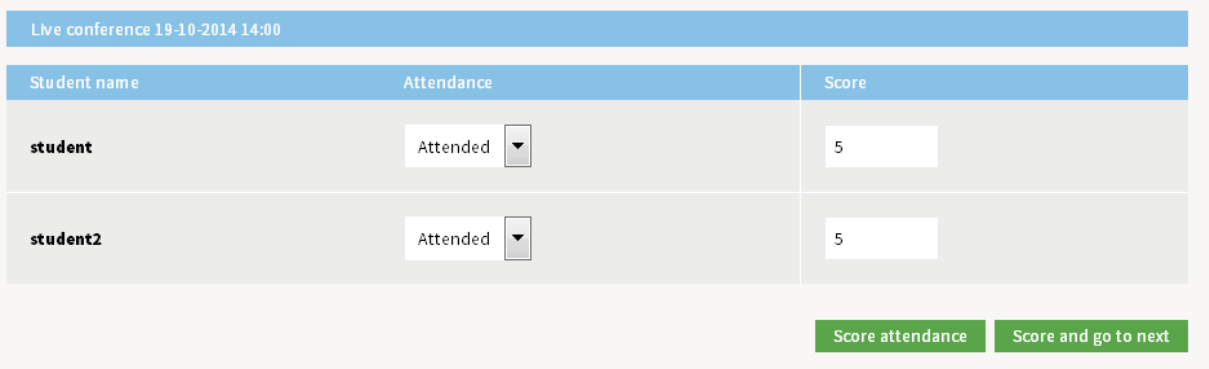
The interface is like below, and makes possible to define an attendance status and a score for each student:



Once the status and scores defined, two buttons will make possible for the first one to validate this scoring, and for the second one to validate the scoring and then go to the interface making possible to score the attendance for the next live meeting of this course.

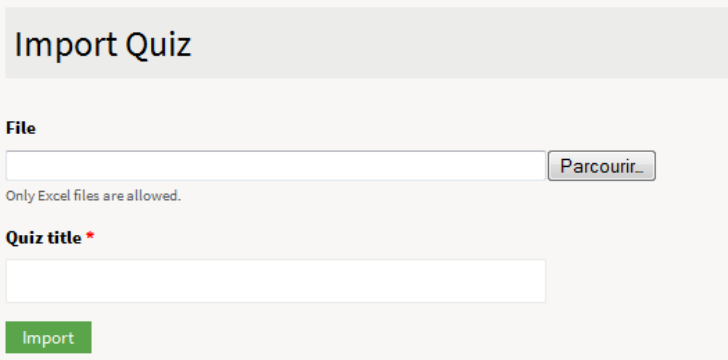
4.4.6. Tool "Quiz import"

This tool is only accessible to course teacher, course manager, and platform administrators. This is an additional tool that requires to be installed from the Apps management interface (please refer to the section dedicated to Apps management for more details).

It allows to import quiz questions from an Excel file (only valid for Multiple Choice Questions).

After activating the tool in the course, teachers and administrators will be able to access this tool from a course by clicking on the following button: .

You will then be able to select an Excel file containing the questions and answers, and define the title for the new quiz to be created.



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The structure of the Excel file (.xls or .xslx) has to be the following:

- **First column**: the question text
- **Second column**: the proposed answers for the questions. The question text does not have to be repeated in each line for the different proposed answers.
- **Third column**: is the answer correct (1=yes, 0=no)
- **Fourth column**: the score (positive or negative) if the student chooses this answer
- **Fifth column**: the score (positive or negative) if the student does not choose this answer
- **Sixth column**: the feedback if the student chooses this answer
- **Seventh column**: the feedback if the student does not choose this answer

You can see below a sample of Excel file just below:

	A	B	C	D	E	F	G
1	**Question**	**Answer**	**Correct (1/0)**	**Score if selected**	**Score if not selected**	**Feedback si selected**	**Feedback if not selected**
2	ma question 1	Réponse 1	1	1	0		Mais... pour qui vous prenez-vous ?
3		Réponse 2	1	4		Tout est relatif	Et pourtant
4		Réponse 3	0	-5	4	J'en doute	Evidemment
5		Réponse 4	1	3	0	Difficile à contredire	Pourtant
6	ma question 2	Réponse 21	0	0	2	"Albert"...	Ne vous vantez pas.
7		Réponse 22	1	5	0	Juste	FAUX
8		Réponse 23	0	0	0		
9	ma question 3	Réponse 31	1	1	0		
10		Réponse 32	0	0	0		
11	ma question 4	Réponse 41	0	0	0		
12		Réponse 42	1	1	0	Juste	FAUX
13		Réponse 43	0	0	0		
14	ma question 5	Réponse 51	1	1	0	Juste	FAUX
15		Réponse 52	0	0	0		
16	ma question 6	Réponse 61	0	0	0		
17		Réponse 62	1	1	0	Juste	FAUX
18		Réponse 63	0	0	0		
19		Réponse 64	1	1	0	Juste	FAUX
20		Réponse 65	0	0	0		

4.4.7. Tool "Video gallery"

4.4.7.1. Installation

Opigno propose a tool allowing to add video galleries inside courses. This tool will convert the video from the source format (mp4, ogg, avi, mov, wmv, flv, ogv, or webm) to the desired format (for example H264 format) allowing the compatibility for both recent browsers with HTML5 compliance, and for older browsers using Flash technology.

This is an additional tool that requires to be installed from the Apps management interface (please refer to the section dedicated to Apps management for more details).

To make the video conversion possible you will have to install an additional package on the server. For Debian/Ubuntu OS you will have to run the following instruction:

```
apt-get install ffmpeg
```


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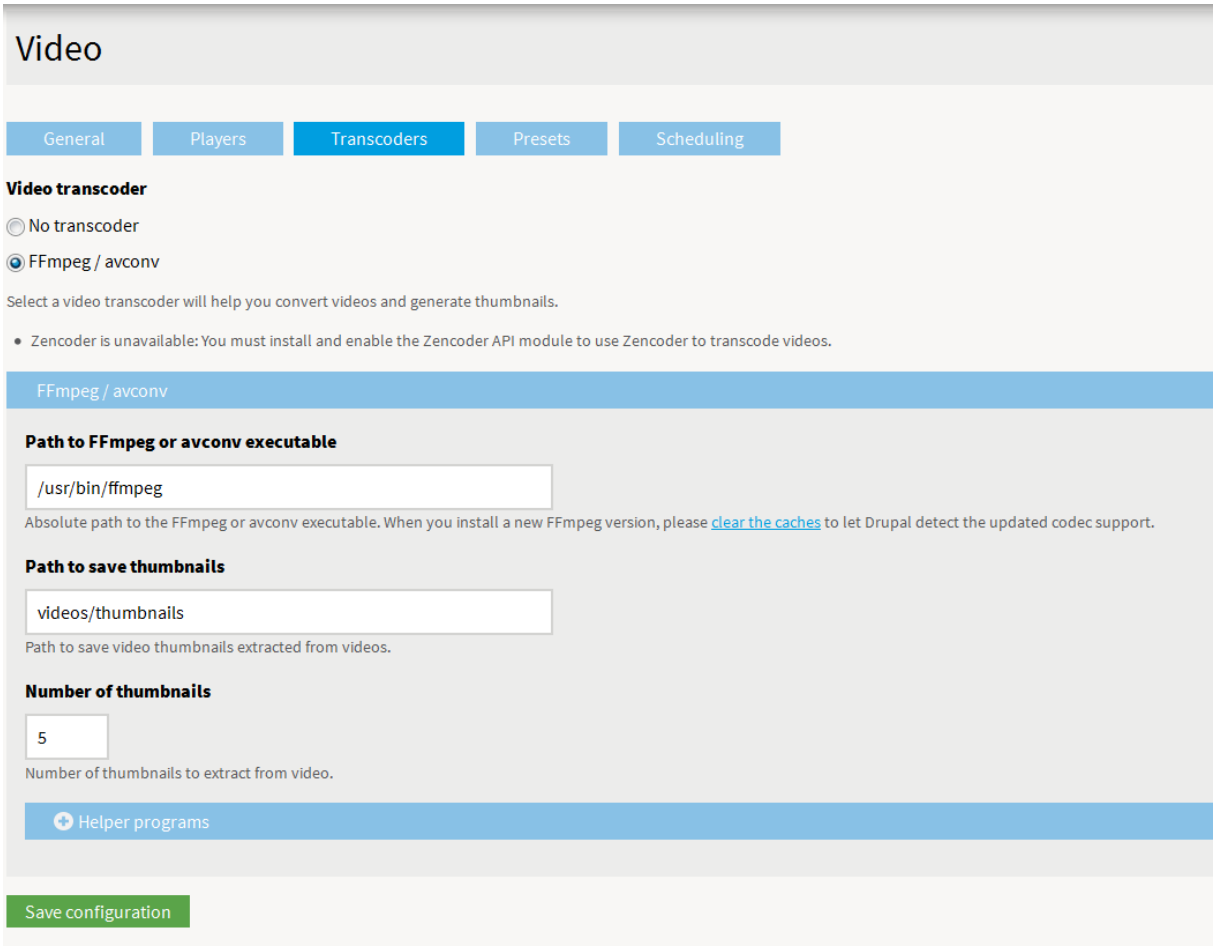
Once everything installed, you will have to go to the following URL to manage the settings:

<*Opigno root path*>/admin/config/media/video/transcoders

Where you will be able to select the FFmpeg transcoder (see below). If necessary adapt the path to the binary file, and save.


Video
General
Players
Transcoders
Presets
Scheduling
Video transcoder
No transcoder
FFmpeg / avconv
Select a video transcoder will help you convert videos and generate thumbnails.
Zencoder is unavailable: You must install and enable the Zencoder API module to use Zencoder to transcode videos.
FFmpeg / avconv
Path to FFmpeg or avconv executable
/usr/bin/ffmpeg
Absolute path to the FFmpeg or avconv executable. When you install a new FFmpeg version, please clear the caches to let Drupal detect the updated codec support.
Path to save thumbnails
videos/thumbnails
Path to save video thumbnails extracted from videos.
Number of thumbnails
5
Number of thumbnails to extract from video.
Helper programs
Save configuration

Then, going into the "Presets" tab, you will be able to add a preset if you want to define some specific parameters for the video conversion.

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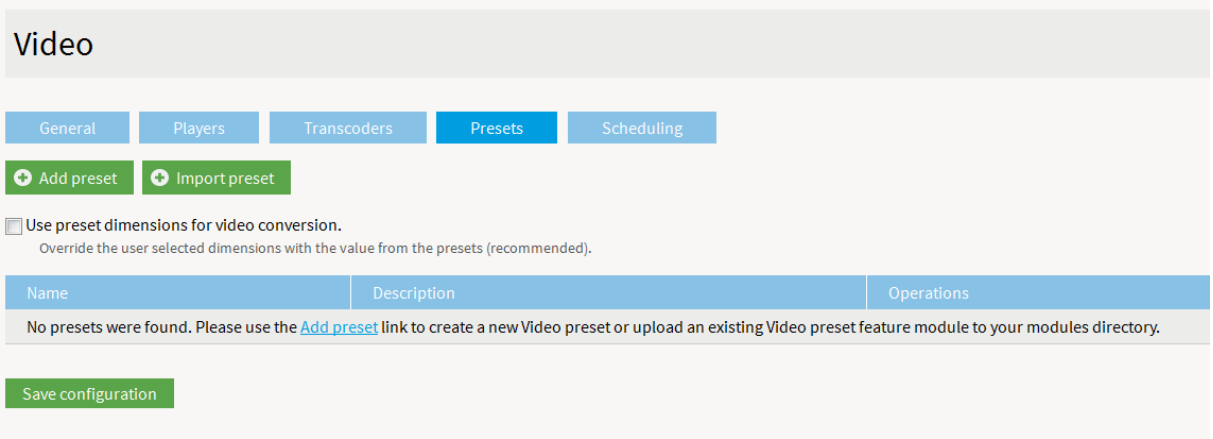
Video
General
Players
Transcoders
Presets
Scheduling
Add preset
Import preset
Use preset dimensions for video conversion.
Override the user selected dimensions with the value from the presets (recommended).
Name
Description
Operations
No presets were found. Please use the Add preset link to create a new Video preset or upload an existing Video preset feature module to your modules directory.
Save configuration

In the presets you will be able to define the default output format and dimension, add a watermark, etc.. (see below)

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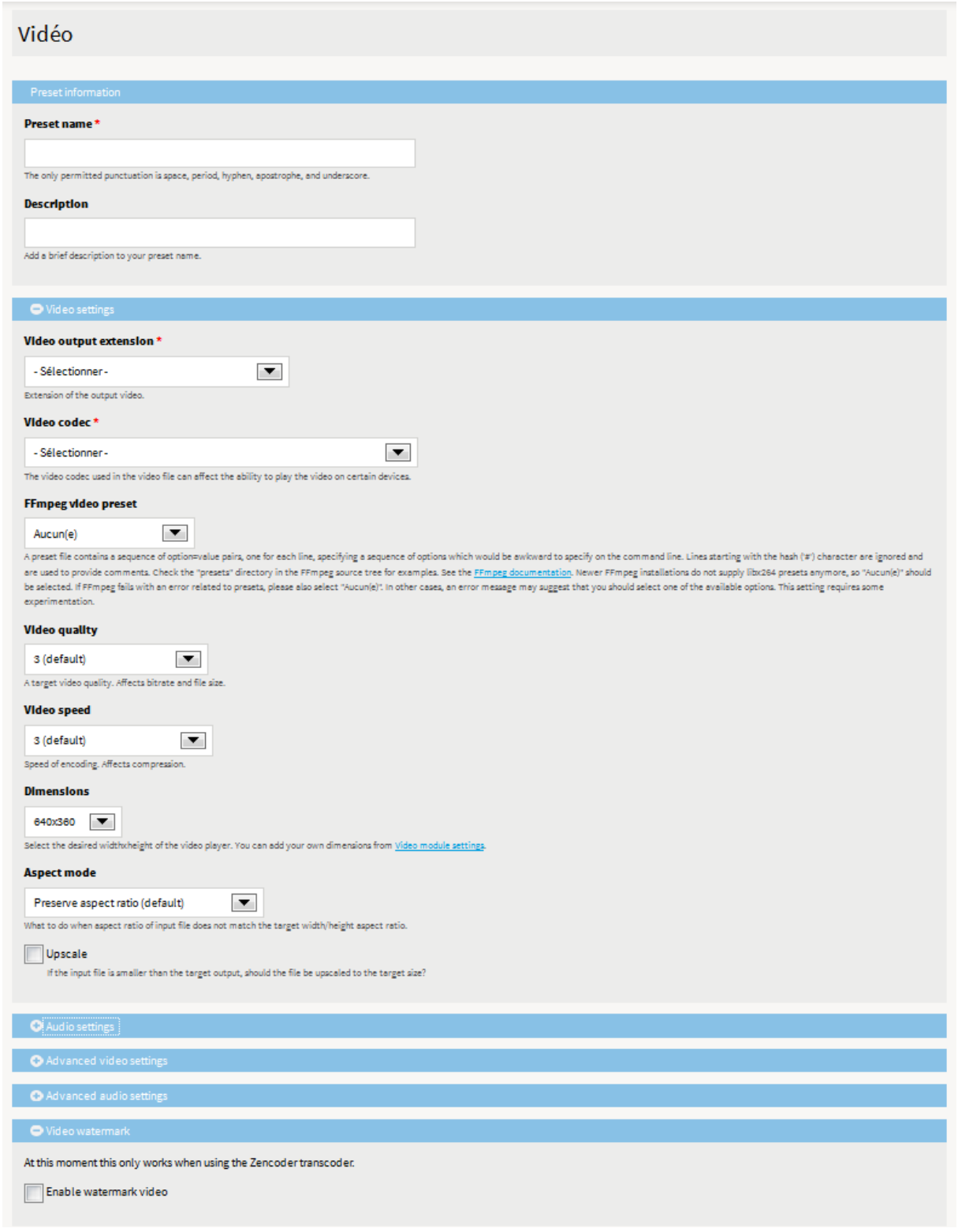
Vidéo
Preset information
Preset name *
The only permitted punctuation is space, period, hyphen, apostrophe, and underscore.
Description
Add a brief description to your preset name.
Video settings
Video output extension *
- Sélectionner -
Extension of the output video.
Video codec *
- Sélectionner -
The video codec used in the video file can affect the ability to play the video on certain devices.
FFmpeg video preset
Aucun(e)
A preset file contains a sequence of option=value pairs, one for each line, specifying a sequence of options which would be awkward to specify on the command line. Lines starting with the hash ('#') character are ignored and are used to provide comments. Check the "presets" directory in the FFmpeg source tree for examples. See the FFmpeg documentation. Newer FFmpeg installations do not supply libx264 presets anymore, so "Aucun(e)" should be selected. If FFmpeg fails with an error related to presets, please also select "Aucun(e)". In other cases, an error message may suggest that you should select one of the available options. This setting requires some experimentation.
Video quality
3 (default)
A target video quality. Affects bitrate and file size.
Video speed
3 (default)
Speed of encoding. Affects compression.
Dimensions
640x360
Select the desired width×height of the video player. You can add your own dimensions from Video module settings.
Aspect mode
Preserve aspect ratio (default)
What to do when aspect ratio of input file does not match the target width/height aspect ratio.
Upscale
If the input file is smaller than the target output, should the file be upscaled to the target size?
Audio settings
Advanced video settings
Advanced audio settings
Video watermark
At this moment this only works when using the Zencoder transcoder.
Enable watermark video

The video tool is then ready to be used.

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4.4.7.2. Add a new video

The video tool will be accessible inside courses by clicking on the following button: .

Inside this tool interface, you will find (as a platform administrator, course manager or course teacher) a button "Add video".

The interface allowing to add the new video is the following:

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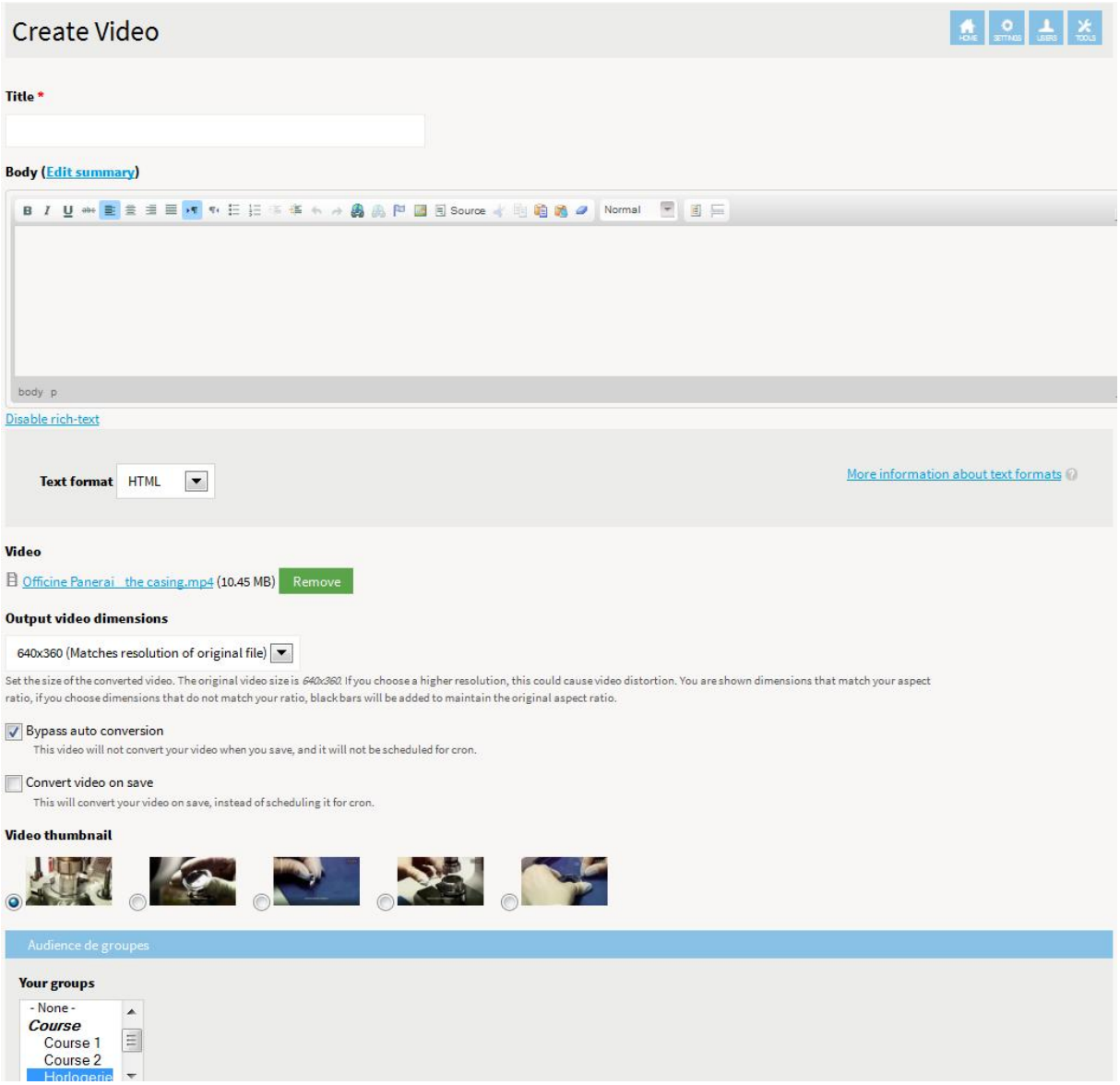
Create Video
Title *
Body (Edit summary)
Source
Normal
body p
Disable rich-text
Text format
HTML
More information about text formats
Video
Officine Panerai the casing.mp4 (10.45 MB)
Remove
Output video dimensions
640x360 (Matches resolution of original file)
Set the size of the converted video. The original video size is 640x360. If you choose a higher resolution, this could cause video distortion. You are shown dimensions that match your aspect ratio, if you choose dimensions that do not match your ratio, black bars will be added to maintain the original aspect ratio.
Bypass auto conversion
This video will not convert your video when you save, and it will not be scheduled for cron.
Convert video on save
This will convert your video on save, instead of scheduling it for cron.
Video thumbnail
Audience de groupes
Your groups
- None -
Course
Course 1
Course 2
Horlogerie

Once the video file uploaded, you will be proposed the following options:

- Bypass auto conversion: this will prevent the video from being converted. The original format will be kept.
- Convert video on save: this will force the conversion of the video when saving. If neither this option is checked, nor the first one, the conversion will be done during the next CRON running.
- Video thumbnail: some thumbnail images are automatically proposed by Opigno; you can choose one to be displayed in the video gallery.

After the video has been added, it will be displayed in the gallery, like below:

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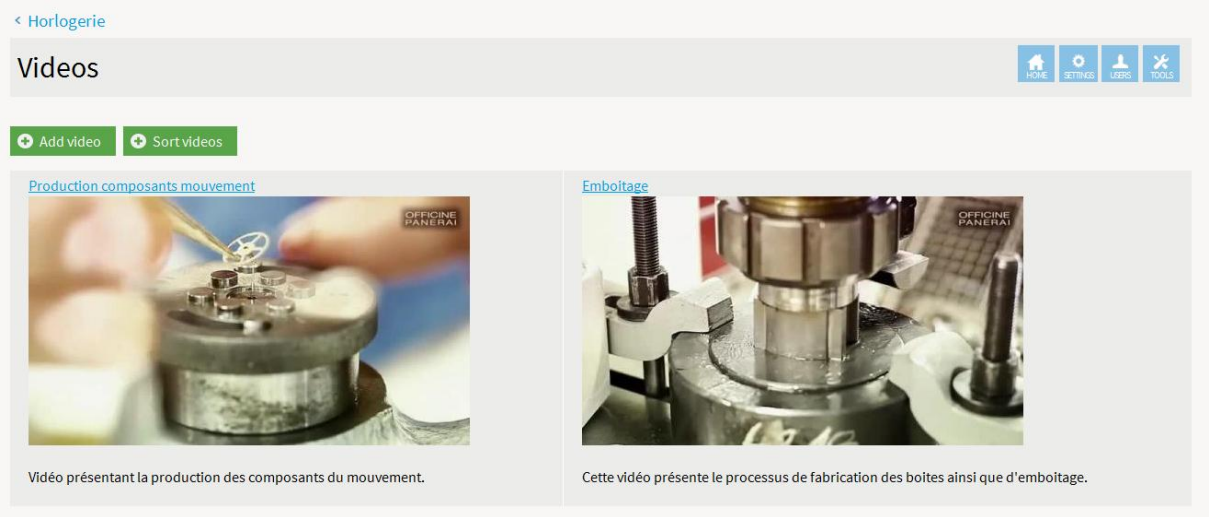
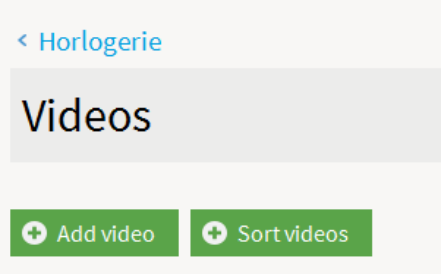


Students will be able to view the videos by clicking on them.

4.4.7.3. Sort videos

Platform administrators, course managers and course teachers are able to sort the videos inside the gallery. To do that, when entering inside the video tool, simply click on the "Sort videos" button.



Then, reorder the videos by drag&drop, and save.

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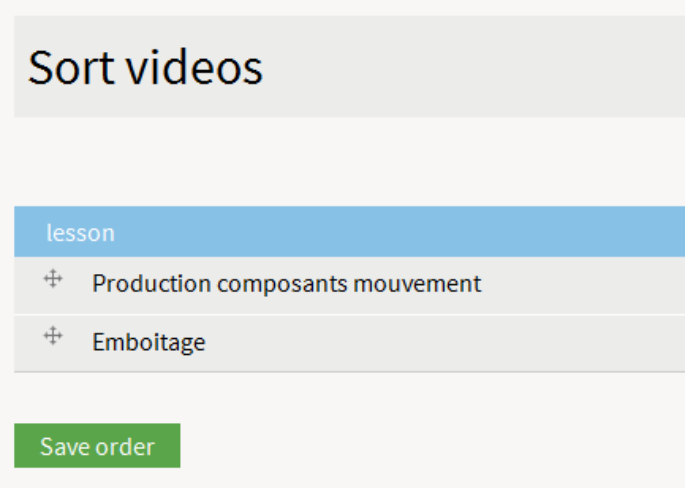


4.4.7.4. Insertion of videos inside slides

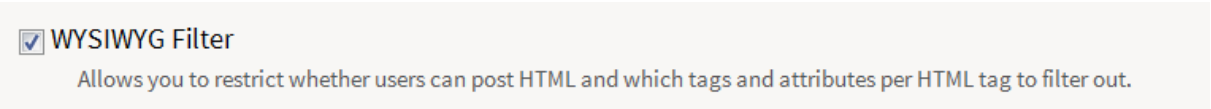
Once the video tool installed, you will also be able to insert videos inside slides of lessons.

To do that, you will first have to adapt some setting on your Opigno platform.

First, visit the text format management interface at:

http://*<your url>*/admin/config/content/formats

You will have to uncheck the following option for the text format you will use to manage slides:


WYSIWYG Filter
Allows you to restrict whether users can post HTML and which tags and attributes per HTML tag to filter out.

By default the HTML format is used for content management inside the platform. You can then simply click on the "configure" button associated with this format, then uncheck the above option and save. Please note that unchecking this option will potentially open a security weakness for your platform. If security is important for you, then we advise keeping the HTML format like it is, and create another text format, only for platform administrators, and where the above option would be unchecked. Of course only platform administrators would then be authorized to add videos inside slides.

Then go to the WYSIWYG profiles management at:

http://*<your url>*/admin/config/content/wysiwyg/profile

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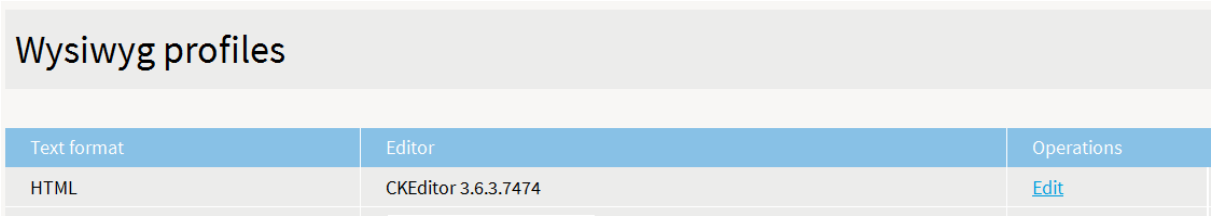
For the text format you will use to add videos inside slides (HTML, or new format you may have created for this purpose), click on the "Edit" link:



then check "Video" inside the section "Buttons and plugins", and save.

The initial configurations are now finished, and you are ready to insert videos inside slides, using Opigno WYSIWYG editor.

The first step consists in creating the video inside the dedicated Opigno Video tool (only videos created inside this tool can then be inserted using the WYSIWYG tool).

Then, when editing a slide, you will be able to click on the following button inside the WYSIWYG toolbox:

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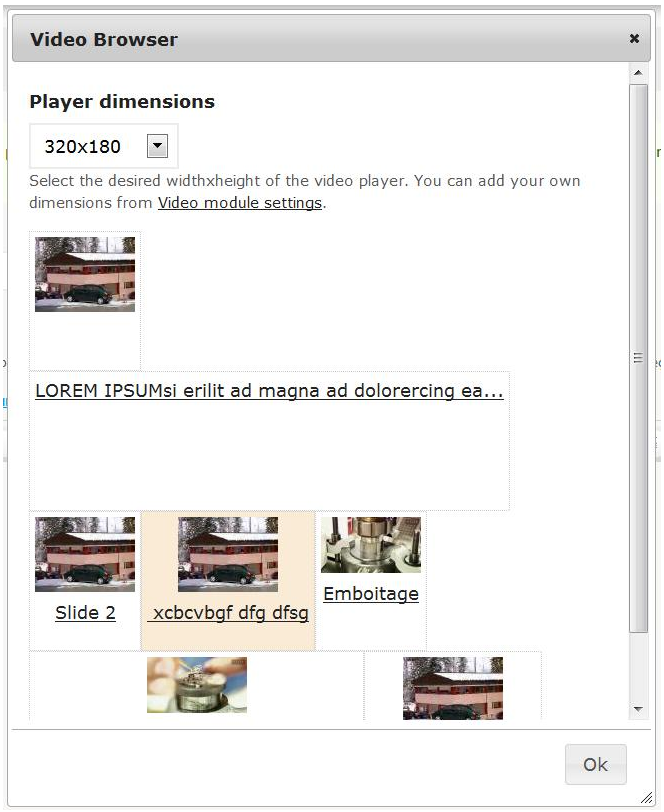
A popup opens, and proposes to choose the video and its dimensions:


Video Browser
Player dimensions
320x180
Select the desired widthxheight of the video player. You can add your own dimensions from Video module settings.
LOREM IPSUMsi erilit ad magna ad dolorercing ea...
Slide 2
xcbcvbgf dfg dfsg
Emboitage
Ok

4.4.8. Tool "Audio gallery"

This application enables an additional specific tool inside courses, allowing to make an audio (or podcast) gallery available, but also makes possible to add sounds inside slides of theoretical lessons.

This tool is reachable in courses by clicking on the following icon:

Managing audio files inside the audio gallery is very easy, with a button allowing to add new audio files and a button allowing to sort audio files.

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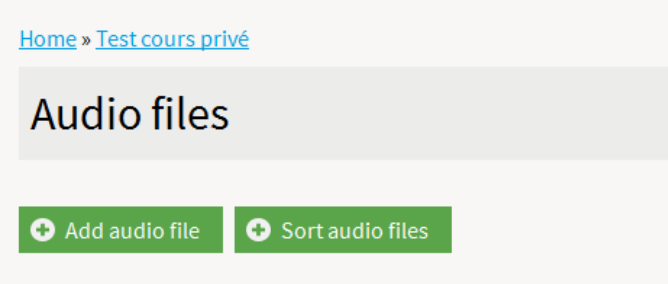
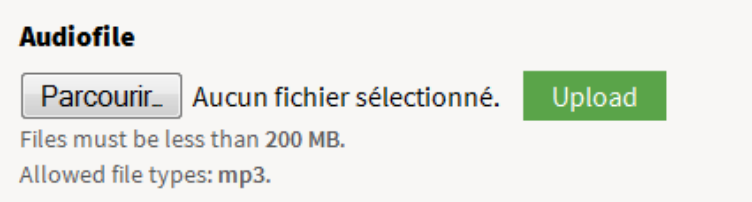


Adding sound to slides can be done thanks to the new button that is added to the slides management interface when installing the audio app.



Note: By default the sound automatically starts when the slide is loaded. If you prefer to have this sound starting when users clicking on the "play" button of the player, you will have to make a small change inside the "Opigno audio module", and comment out this line in the file opigno_audio_app.js:

```
as[0].settings.autoplay=true;
```

4.4.9. Tool "In house trainings"

This tool makes possible to manage in-house lessons, where students and teachers will meet for a classical training.

You will have the possibility to simply create an in house training with date, status, address (map), and then register the attendance of students.

In-house lessons will be added to each user's calendar, and can be used as a condition for the validation of the course, that wouldn't be considered as successful if the student did not attend the required in-house lesson(s). This is an additional tool that requires to be installed from the Apps management interface (please refer to the section dedicated to Apps management for more details).

This tool is available from a course by clicking on the following button:

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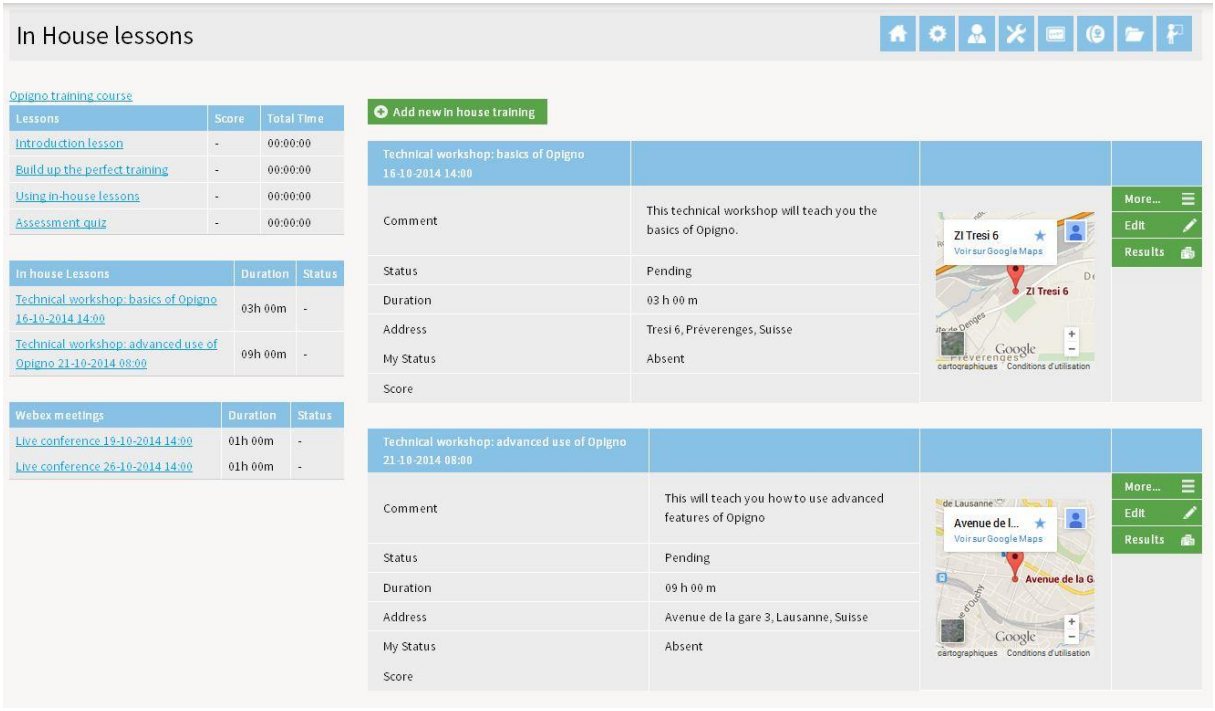
The interface is as below (for a teacher or an administrator):



Then, as a course teacher, course manager, or platform administrator, you can click inside this tool on the link "Add new in house training". The interface is as below:

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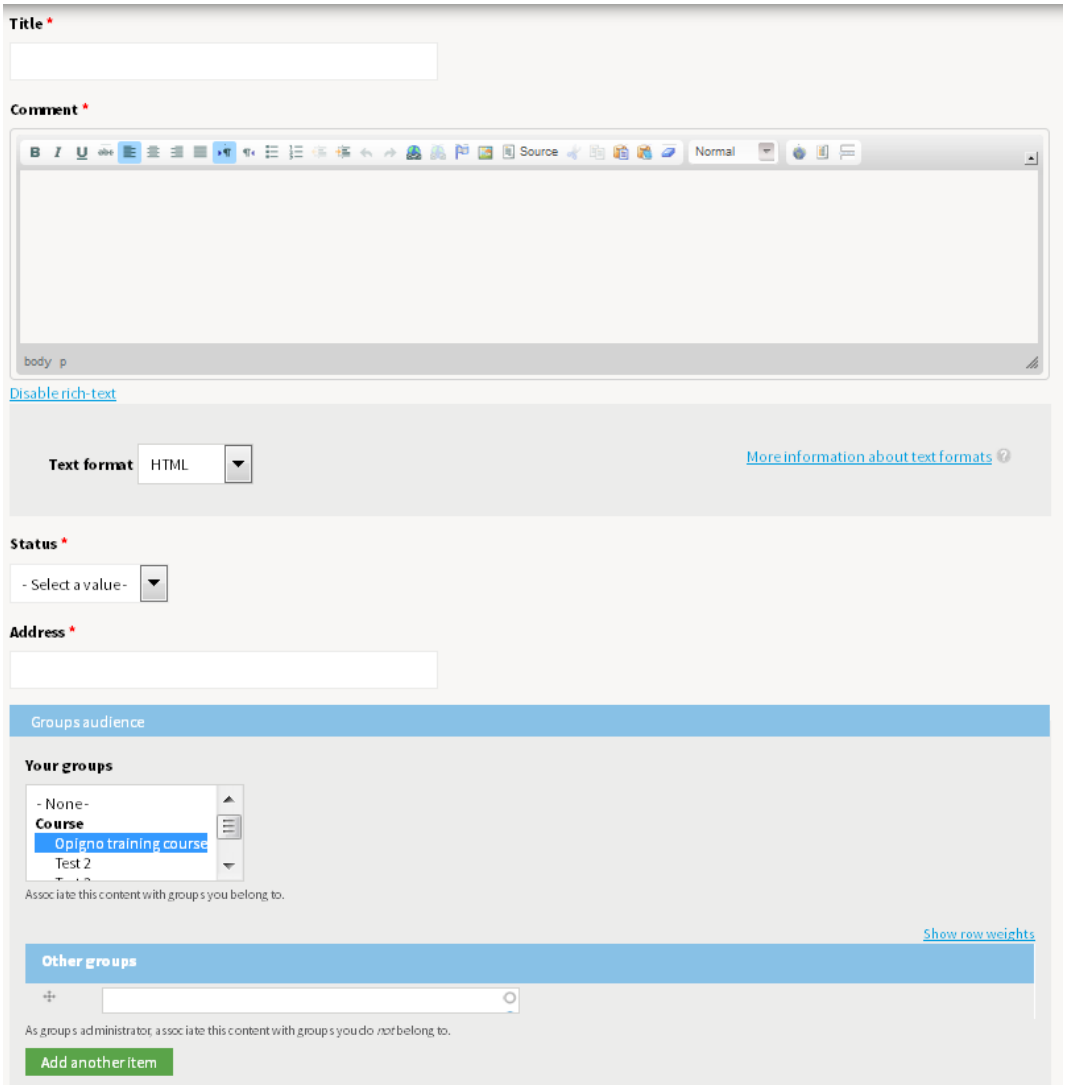

You will have to define:

- A title for this training
- A comment (main description of the training)
- A status
- An address (the Google Map will then automatically be generated)
- Start date and end date (see below), with the ability to define recurring dates

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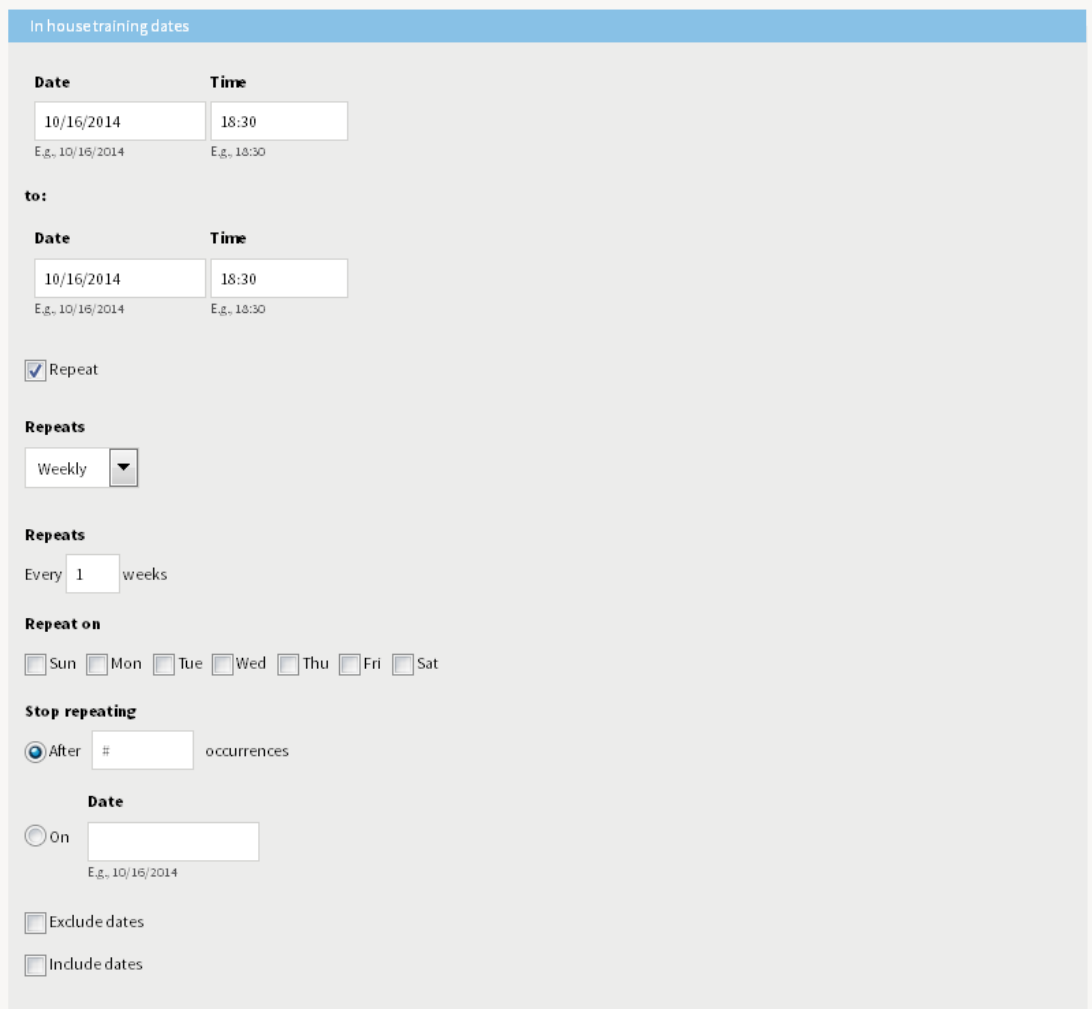
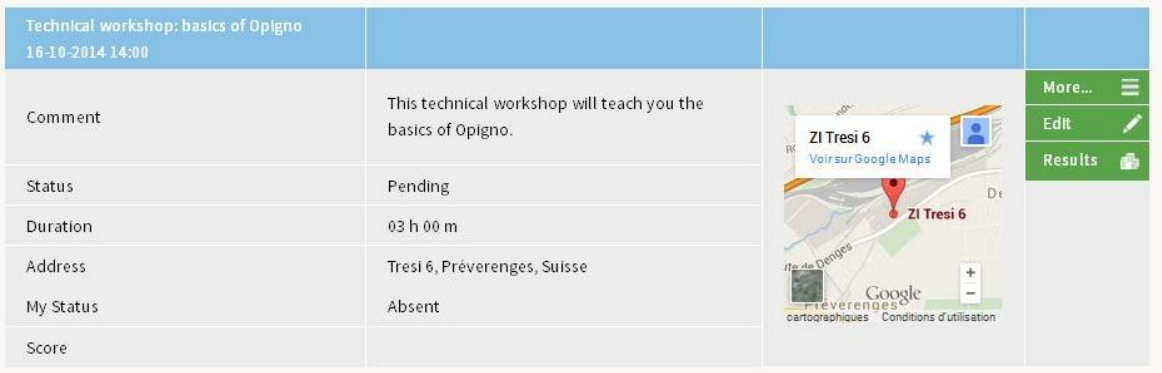


After validation, the training(s) will be created and added in the calendar for the course's users.

Teachers and administrators will be able to score the attendance to the in house trainings, by clicking on the "Results" button for the wished in house training:



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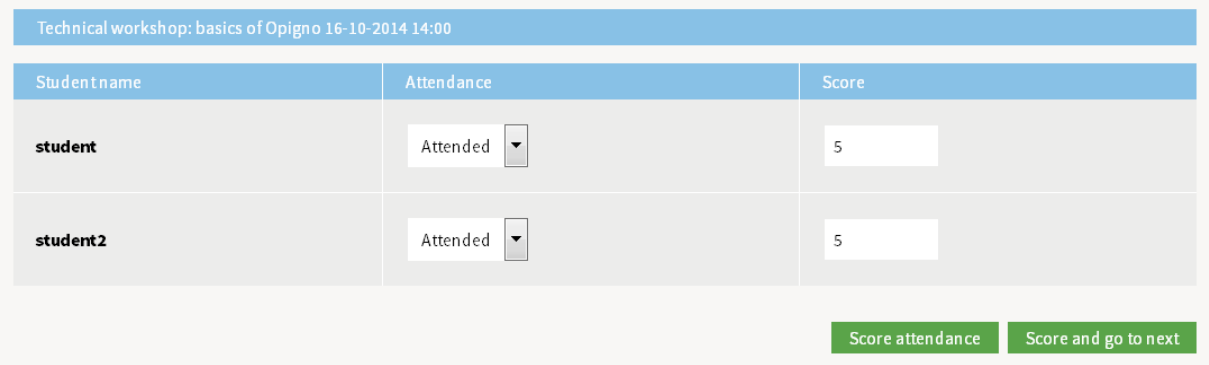
The interface is like below, and makes possible to define an attendance status and a score for each student:



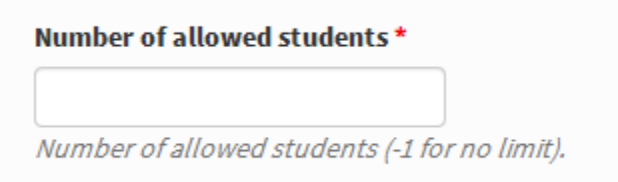
Once the status and scores defined, two buttons will make possible for the first one to validate this scoring, and for the second one to validate the scoring and then go to the interface making possible to score the attendance for the next in house training of this course.

4.5. Management of quotas inside courses

Opigno makes possible to manage quotas inside courses. Once the maximum number of students is reached, it will be impossible for them to subscribe to the course. Only an administrator of the platform will be able to bypass this limitation and add students.

This is an additional tool that requires to be installed from the Apps management interface (please refer to the section dedicated to Apps management for more details).

Once installed, you will see a new field inside each course's settings area:



You can simply enter the maximum number of students for this course, or -1 for an unlimited number of students.

A similar application allows to manage quotas inside classes.

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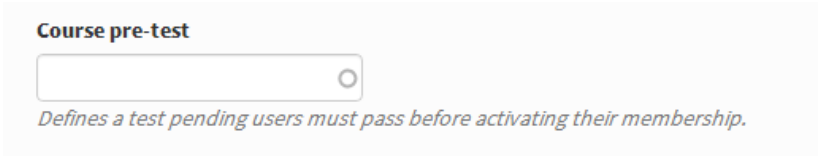
4.6. Using pre-tests (or entrance tests) for courses

Pre-test is used as an entrance test, to assess the students' level before they access the course. It can be used either to give an overview of the students' level to the teacher (without minimum score to reach), or with a minimum score to obtain and block students who don't get this score.

This is an additional tool that requires to be installed from the Apps management interface (please refer to the section dedicated to Apps management for more details).

Once installed, you will see appear in the course's setting area a new field, allowing to type the name of a lesson (autocomplete field).



The lesson has to exist inside the course, and has public content visibility.

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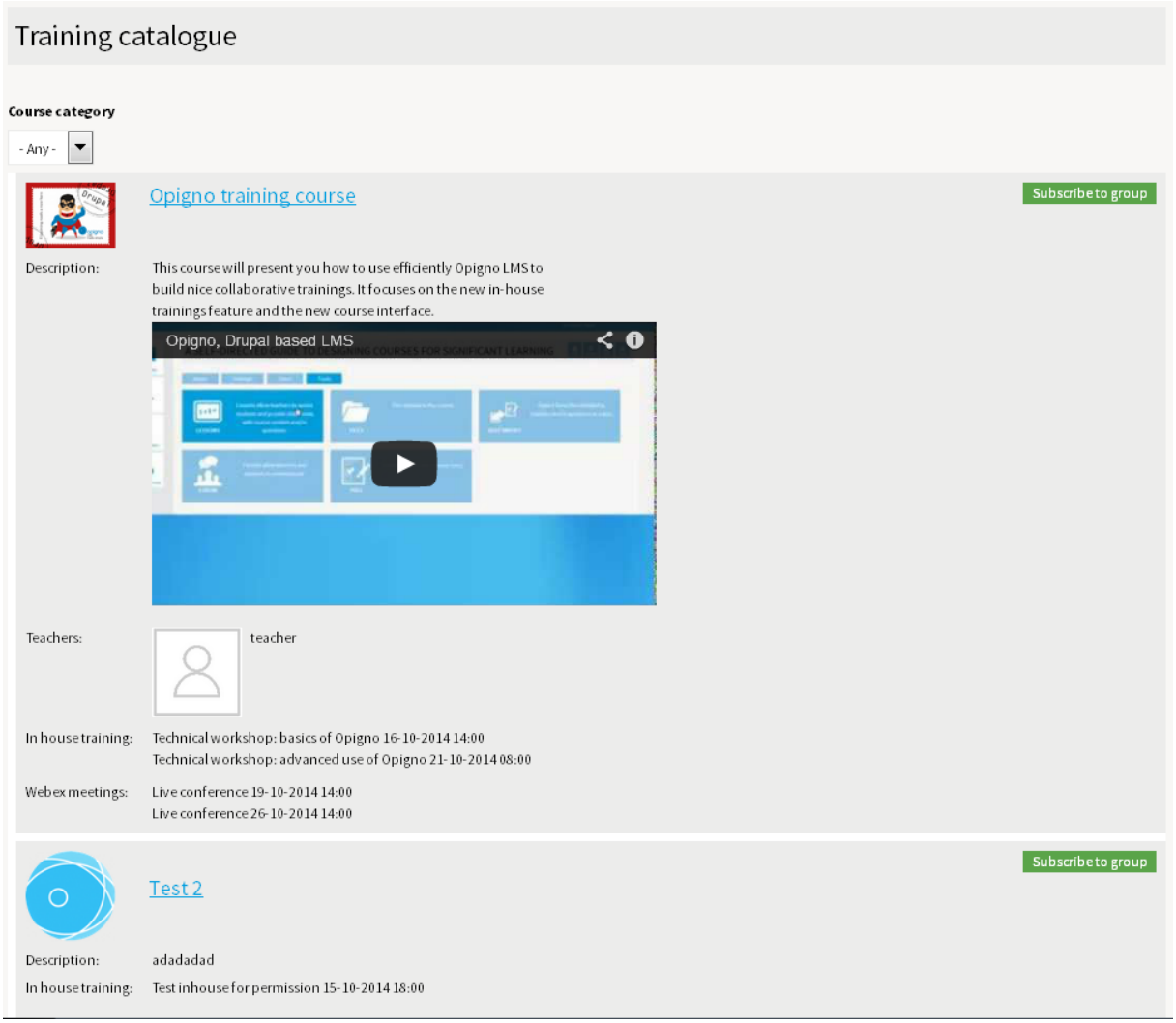
5. "Training catalogue" and categories

The training catalogue presents all the available classes and courses. It means only public classes and courses are proposed, so that students can directly subscribe.

The classes and courses a user is already member are hidden for this user.

It's possible to filter by category.


Training catalogue
Course category
- Any -
Opigno training course
Subscribe to group
Description:
This course will present you how to use efficiently Opigno LMS to build nice collaborative trainings. It focuses on the new in-house trainings feature and the new course interface.
Opigno, Drupal based LMS
Teachers:
teacher
In house training:
Technical workshop: basics of Opigno 16-10-2014 14:00
Technical workshop: advanced use of Opigno 21-10-2014 08:00
Webex meetings:
Live conference 19-10-2014 14:00
Live conference 26-10-2014 14:00
Subscribe to group
Test 2
Description:
adadadad
In house training:
Test inhouse for permission 15-10-2014 18:00

In order to manage the categories available you can go (as an administrator) in the Administration area and click on "Course categories". To add a category, simply click on "Add category" link.

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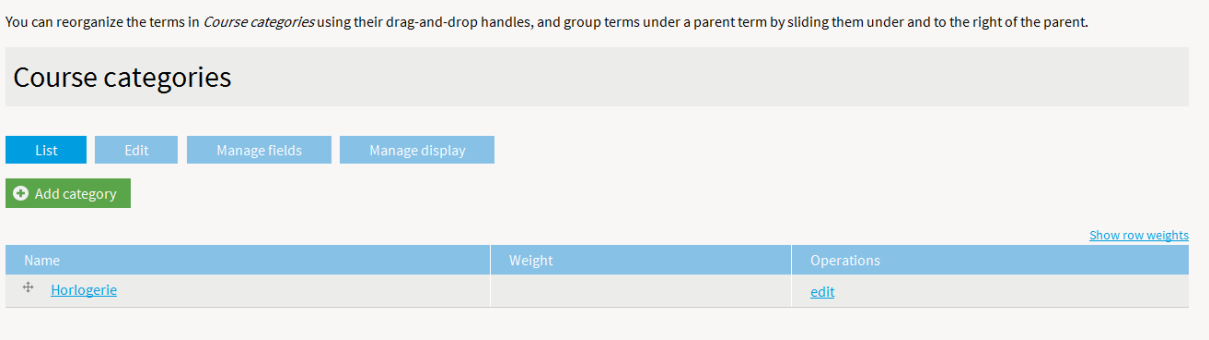
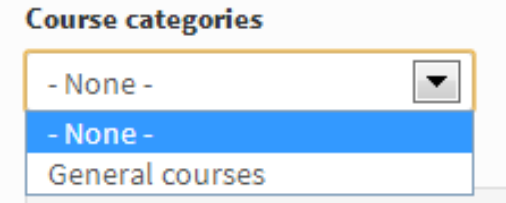


Then, in a course's settings interface, the "Course categories" select list will allow to attribute a categories to this course.



Note: categories can only be created by administrators, and should exist before being attributed to courses.

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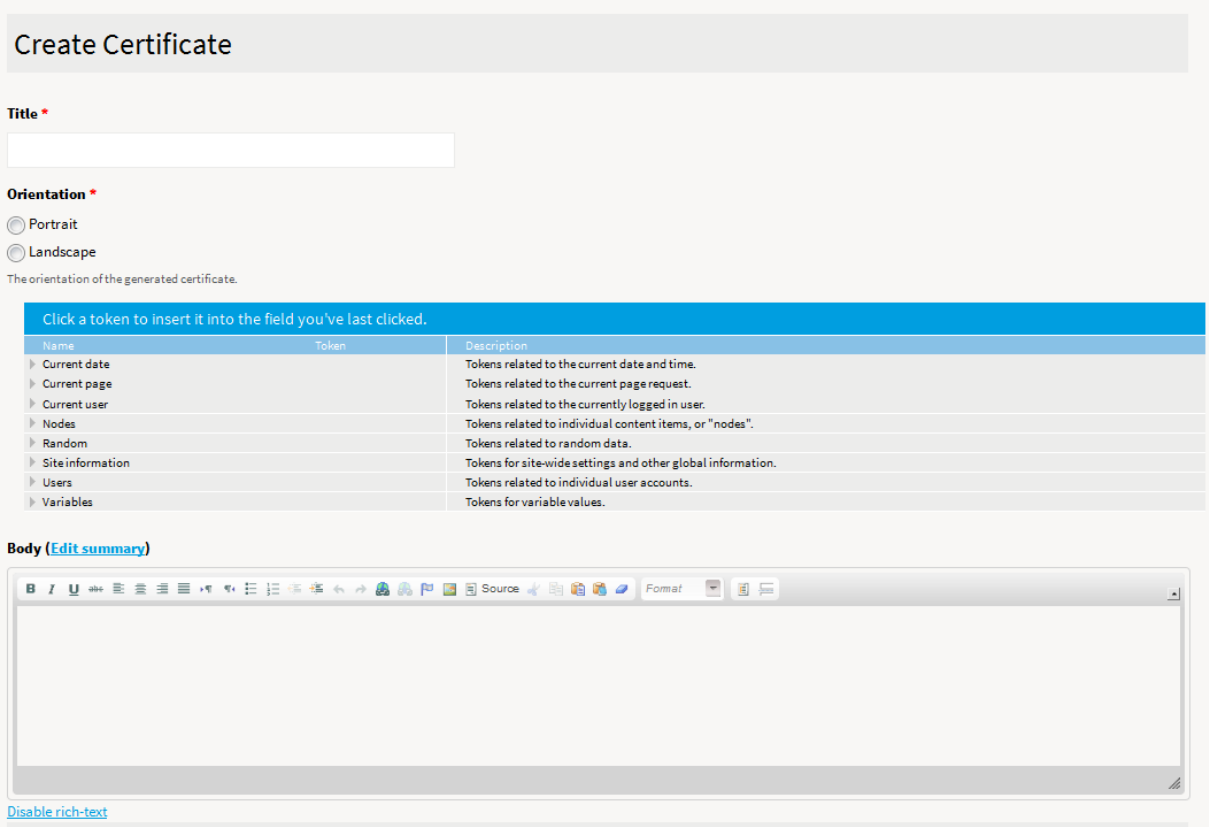
6. Certificates

6.1. Manage certificate templates

Some certificates templates have to be define before being linked to a class or course.

By default, Opigno proposes a template certificate for classes, and one for courses.

To create a new certificate, you have to click (as a platform administrator) in the Administration area on "Create certificate". You will be asked to define a name, an orientation (portrait / landscape) and the content of the certificate (named "Body" in the form). The body can be defined in HTML mode for more flexibility, and you can use Tokens according to the list provided (for example to get the name of the student, the name of the class or course, etc.).



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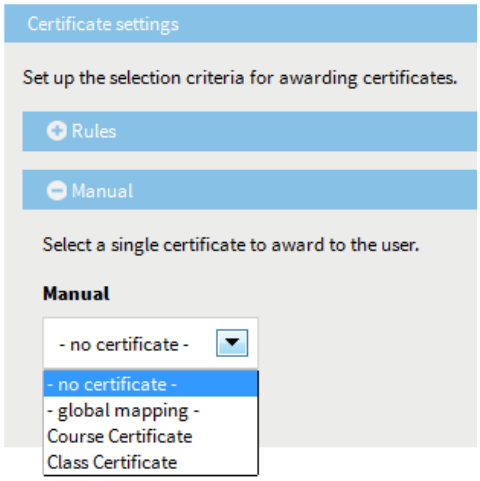
6.2. Link a certificate to a class or course

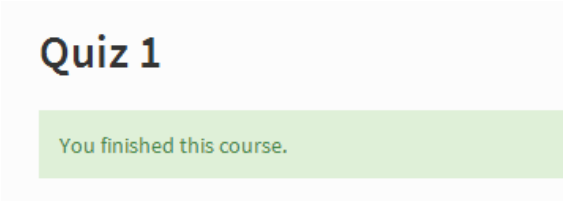
Once the certificate is created, you can link it to a class or course, so that it will be generated once the class or course is successfully finished by the student.

To do that, simply go into the class (or course) settings, and, in the "Certificate settings", select in "Manual" the certificate you have created.



6.3. Possibility for students to get their certificates

Once a user has finished a course, he gets the following message.



If the course makes possible to get a certificate, the student will be able to download the PDF certificate file from the section "My achievements", by clicking on the link "download certificate". A button will also make possible to download the certificate from the home page of the related course.

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This course will present you how to use efficiently Opigno LMS to build nice collaborative trainings. It focuses on the new in-house trainings feature and the new course interface.

Certificate Start

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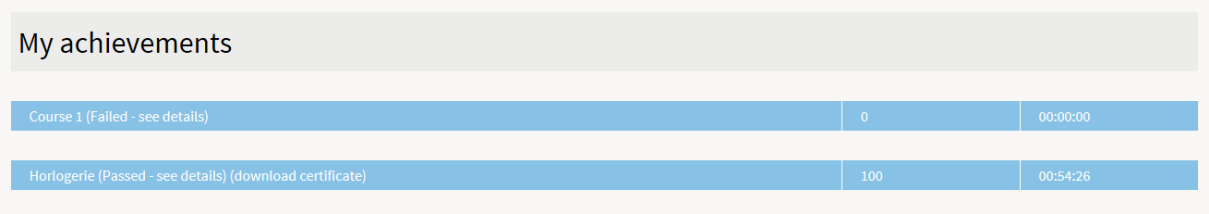
7. Section "My achievements"

The section "My achievements" allows to consult all your own results, and download the certificates for classes and courses proposing one.



The views presents first the class level, with the details for courses (if classes are used).

A link "see details" allows to drill-down into the details results of a course, for each lesson inside the course.

Then, another link "see details" makes possible to see the details by question inside a lesson or quiz.

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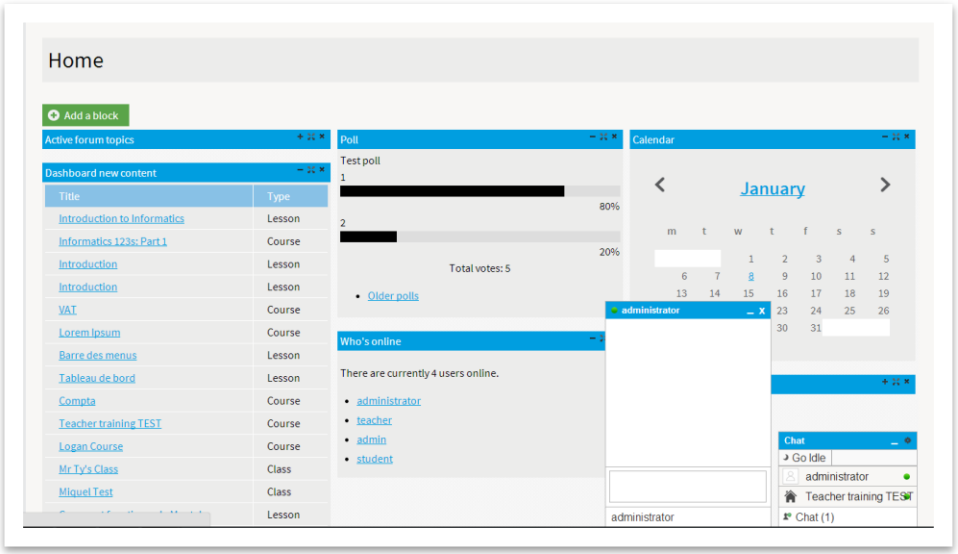
8. Chat communication tool

Opigno Chat makes possible for students to communicate together. It can be very simple configured, allowing group messages or privates messages. This tool can help you improve the collaboration inside your class or course.

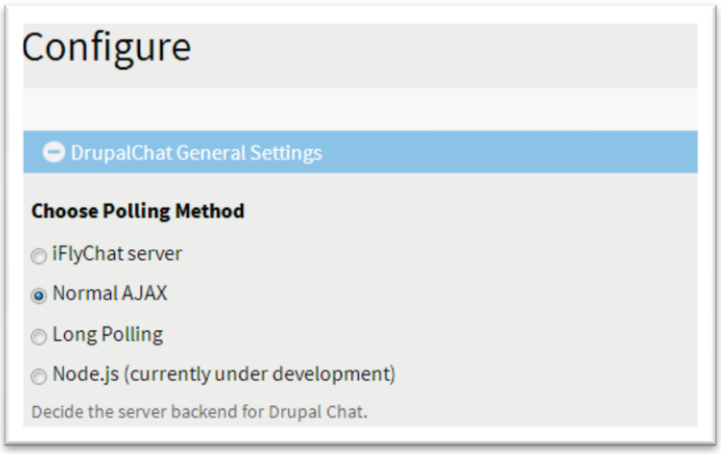
This is an additional tool that requires to be installed from the Apps management interface (please refer to the section dedicated to Apps management for more details).

Once installed, it is visible on the homepage of Opigno platform.



The configuration can be done from the following URL: /admin/config/drupalchat/configuration

1. You can first choose the best suited polling method: by default it relied on normal AJAX



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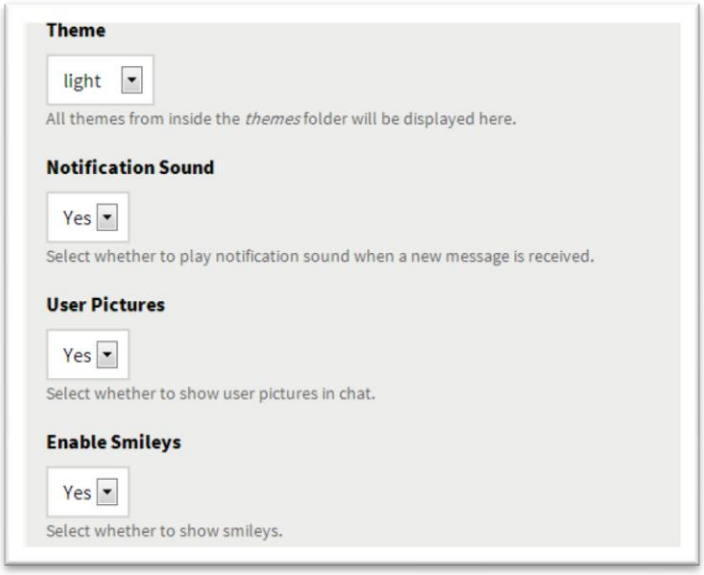
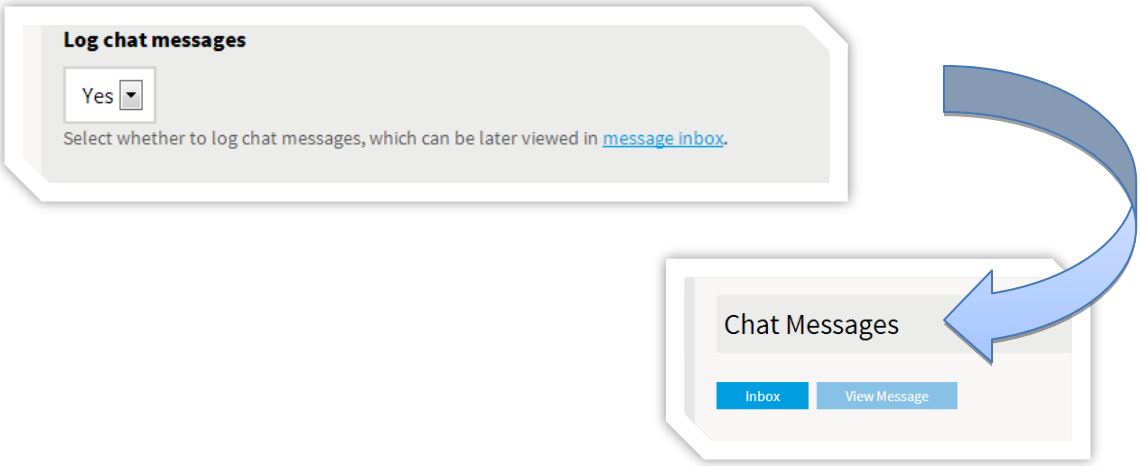
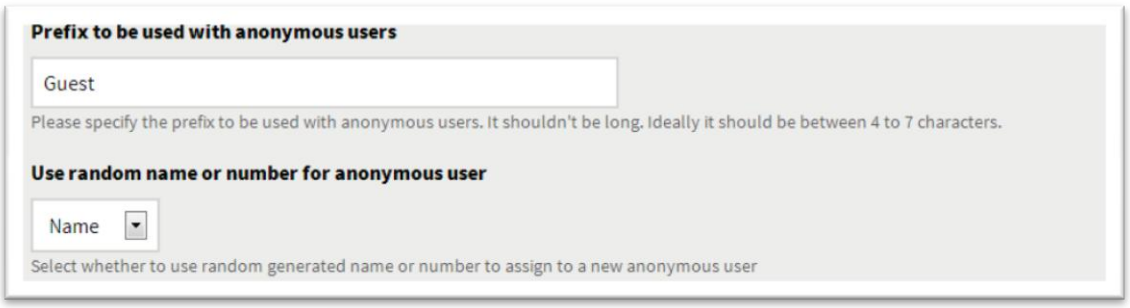
2. You can then configure the chatroom ergonomy (sound/theme/pictures/smiley)



3. You can also decide to log chat messages or not



4. Anonymous users : you can decide how will be names anonymous users, with a prefix and a number. *Ex : Guest 3596 / Guest William*


Prefix to be used with anonymous users
Guest
Please specify the prefix to be used with anonymous users. It shouldn't be long. Ideally it should be between 4 to 7 characters.
Use random name or number for anonymous user
Name
Select whether to use random generated name or number to assign to a new anonymous user

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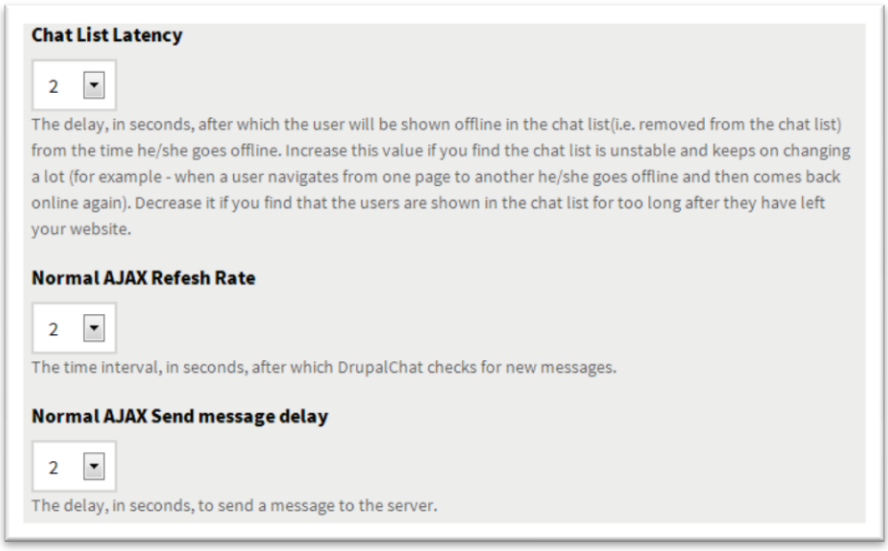
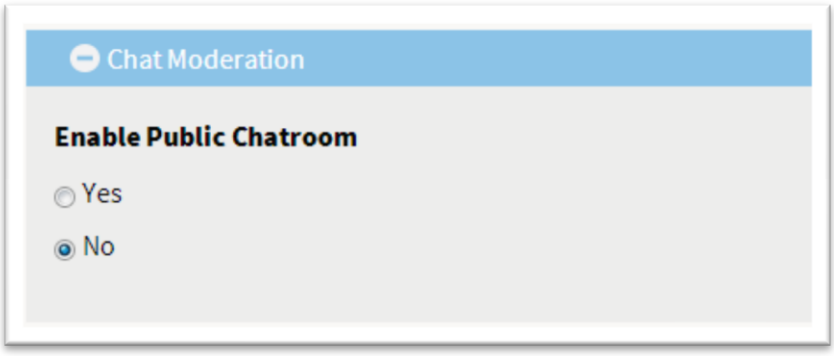
5. You can define the chat latency


Chat List Latency
2
The delay, in seconds, after which the user will be shown offline in the chat list(i.e. removed from the chat list) from the time he/she goes offline. Increase this value if you find the chat list is unstable and keeps on changing a lot (for example - when a user navigates from one page to another he/she goes offline and then comes back online again). Decrease it if you find that the users are shown in the chat list for too long after they have left your website.
Normal AJAX Refesh Rate
2
The time interval, in seconds, after which DrupalChat checks for new messages.
Normal AJAX Send message delay
2
The delay, in seconds, to send a message to the server.

6. Chat moderation and visibility

   a. You can decide to activate or not « public chatrooms » (not activating them can avoid an important moderation workload).



   b. You can choose on which pages the chat should be proposed

DrupalChat Visibility
Show DrupalChat on specific pages
All pages except those listed
Only the listed pages
Pages
Specify pages by using their paths. Enter one path per line. The '*' character is a wildcard. Example paths are blog for the blog page and blog/* for every personal blog. <front> is the front page.

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Finally, you will have to configure the access rights to the chat, using the dedicated Drupal interface at: admin/people/permissions

Droit	utilisateur anonyme	utilisateur authentifié	administrator	student manager	forum administrator
permission touche à la sécurité.					
DrupalChat					
Access DrupalChat Access DrupalChat UI	☐	☑	☑	☑	☑
Administer Drupalchat Administer and moderate DrupalChat. Chat moderators should be given this permission.	☐	☐	☐	☐	☐
Access own DrupalChat log Access only self private conversation with other users	☐	☐	☐	☐	☐
Access all DrupalChat logs Access conversation of all users site-wide	☐	☐	☐	☐	☐

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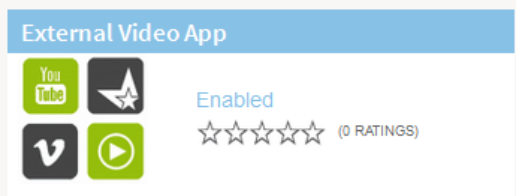
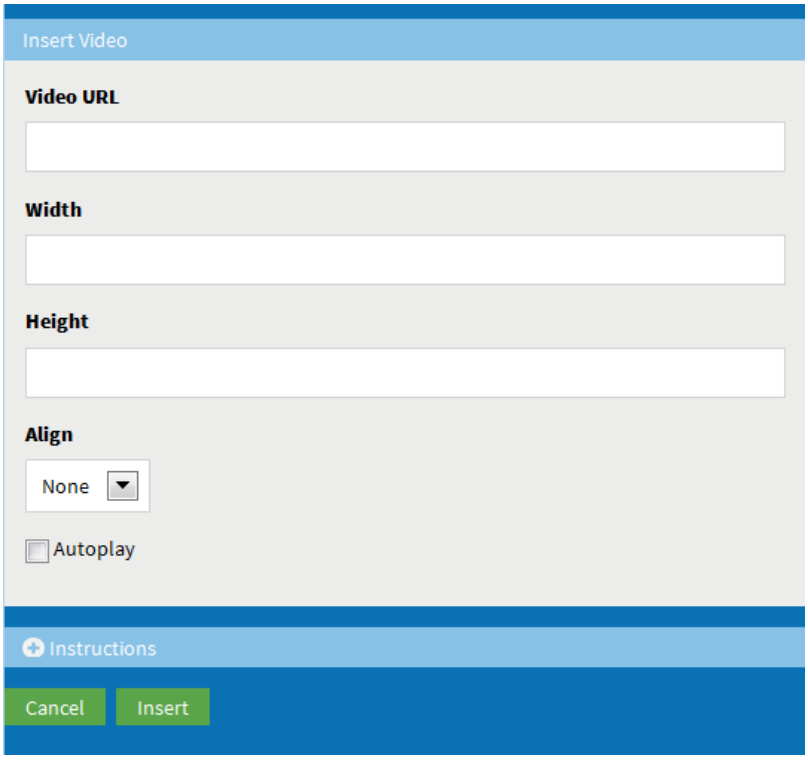
9. External Video App



This app makes possible to integrate external videos (hosted on external platforms) inside the slides of a lesson.

A new button will be added to the WYSIWYG editor after installing this app:

When clicking on it a popup window will open, and propose you to enter the URL of the video you want to integrate:



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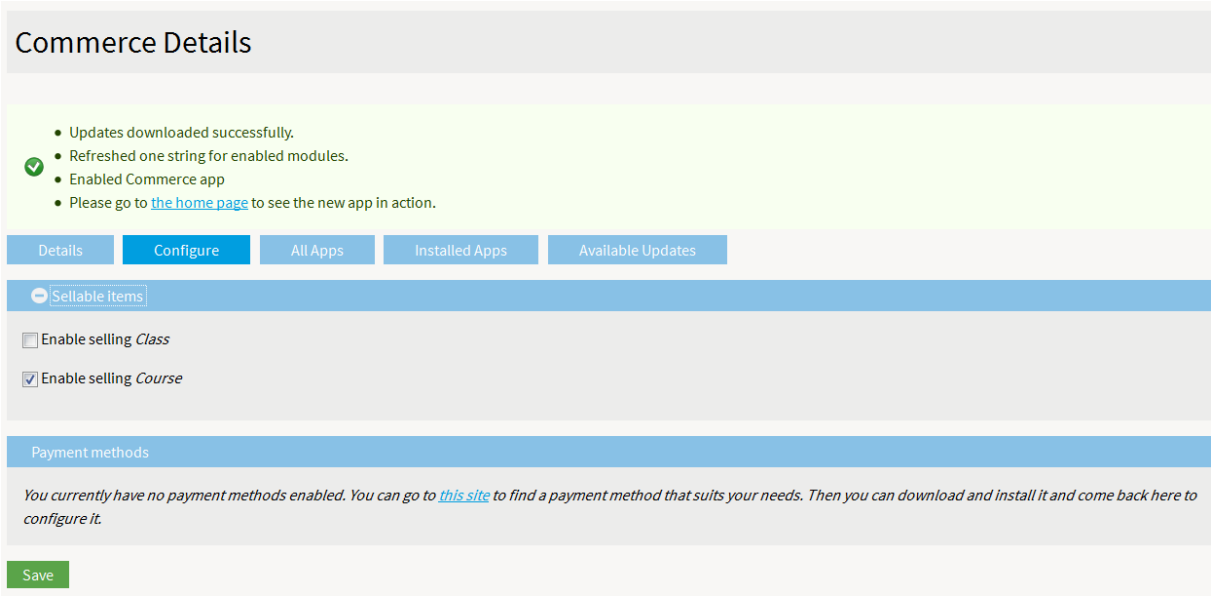
10.E-commerce functionalities

Opigno makes possible to sell membership to classes or courses. This relied on Drupal Commerce.

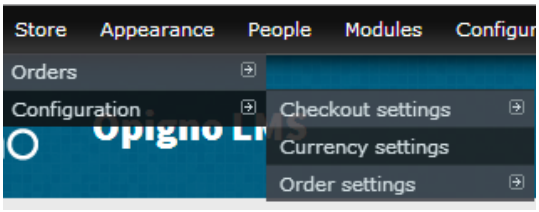
To activate e-commerce functionalities, you will have to install additional applications to Opigno (with the Apps management interface):

- Commerce application in any case
- User expiration if you want to sell memberships that will be limited in time (in this case, this module will allow to make memberships automatically expire after the wished period): this module is therefore not necessary if you sell permanent access to the courses, but, most users will need it since memberships generally have limited durations.

First, install the commerce application. At the end of the process, you will get the following interface, making possible to define which products you want to sell (classes and/or courses).


Commerce Details
Updates downloaded successfully.
Refreshed one string for enabled modules.
Enabled Commerce app
Please go to the home page to see the new app in action.
Details
Configure
All Apps
Installed Apps
Available Updates
Sellable items
Enable selling Class
Enable selling Course
Payment methods
You currently have no payment methods enabled. You can go to this site to find a payment method that suits your needs. Then you can download and install it and come back here to configure it.
Save

A new Drupal menu item will also appear with all the management interfaces for Drupal Commerce (please refer to Drupal Commerce for more details about its use).



If needed, install also the User expiration module.

Then, into a course, the following new fields will be available.

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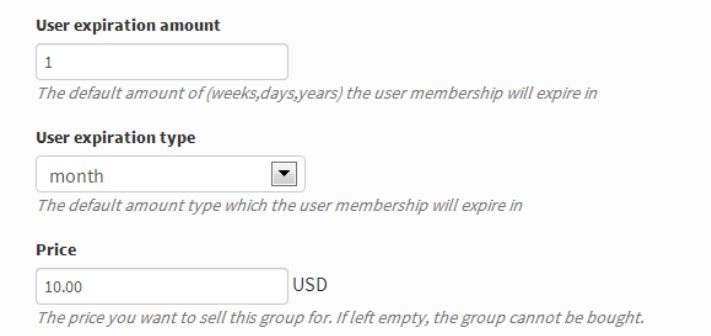
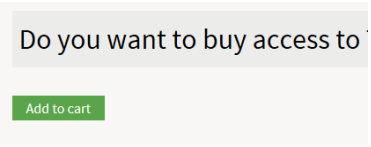

User expiration amount
1
The default amount of (weeks,days,years) the user membership will expire in
User expiration type
month
The default amount type which the user membership will expire in
Price
10.00
USD
The price you want to sell this group for. If left empty, the group cannot be bought.

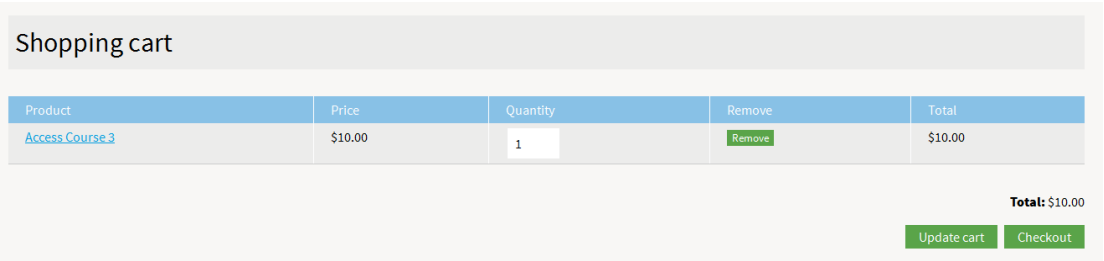
"User expiration type" is the period used for membership duration (days, weeks, months,year) and "User expiration amount" is the quantity. For example, if the amount is 2 and the period is week, the membership will expire every 2 weeks. In the screenshot above the membership expires every month.

Then you can define the price for the membership. If left empty, the course won't be for sale, and reachable by students in a traditional way.

Students clicking on the course on the catalogue page will see this button, allowing to buy a membership



After adding the membership to the cart, they will be able to go on with the payment like in a traditional shop on line.



After the membership expiration, the course will disappear from the "My courses" section. Users will have to go to the catalogue to buy again a membership. They will find all their previous data (results, etc.), nothing will be lost.

A development is in process in order to make renewals more automated, with emails sent to the users so that they can renew their membership without buying it again from the catalogue.For platform administrators, an "Order" interface will also be added in the Administration area, making possible to consult the orders made by your customers.

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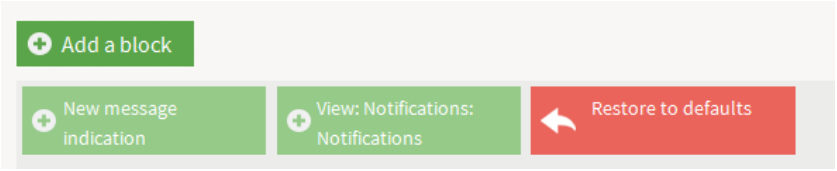
11.Homepage management

The homepage of Opigno is a manageable dashboard that can be personalized by each user.

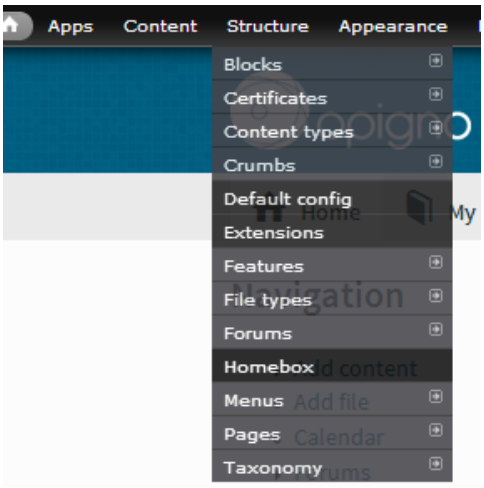
Each block can be minimized, maximized, or closed using the dedicated buttons at the top right corner of it.

New available blocks can be added by clicking on the "Add the block" link at the top left corner of the dashboard, and then on the wished block.



Each user's configuration is stored so that the user will have exactly the same configuration when he will come back to the platform.

It's possible for platform administrators to define new blocks by using the Drupal dedicated menu : Structure -> Homebox



Clicking then on the "Layout" link will allow you to activate new blocks (you need to have created block in advance as normal Drupal blocks).

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12. Administration section

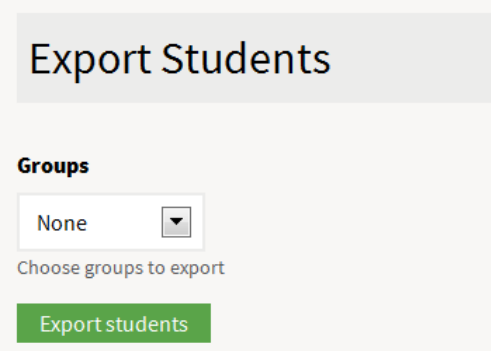
The administration section provides some useful tools to people with a "Student Manager" role at platform level.

Please note that some tools are only available for platform administrators.

12.1. Export student lists

This requires to install an additional application from the App management interface (please refer to the section dedicated to Apps management for more details).

To export an Excel list of students, simply click on "Export Students".



You will then have to choose a class or course (the list is filtered according to your access rights) and click on the button "Export Students".

12.2. Notifications

Opigno makes possible for course teachers, course managers, class coaches, and platform administrators to send notifications to students.

This can be done using the "Notify students" link in the Administration area.

You will have to fill in the following pieces of information (see the screenshot below):

1. Title of the notification

2. Groups audience: the classes or courses whose users have to be notified. The list only displays classes or courses on which the user has the required rights for student management. Platform administrators can see an additional field (autocomplete field) making possible to enter the name of any class or course.

3. The checkbox "Notify everyone" is only available for platform administrators.

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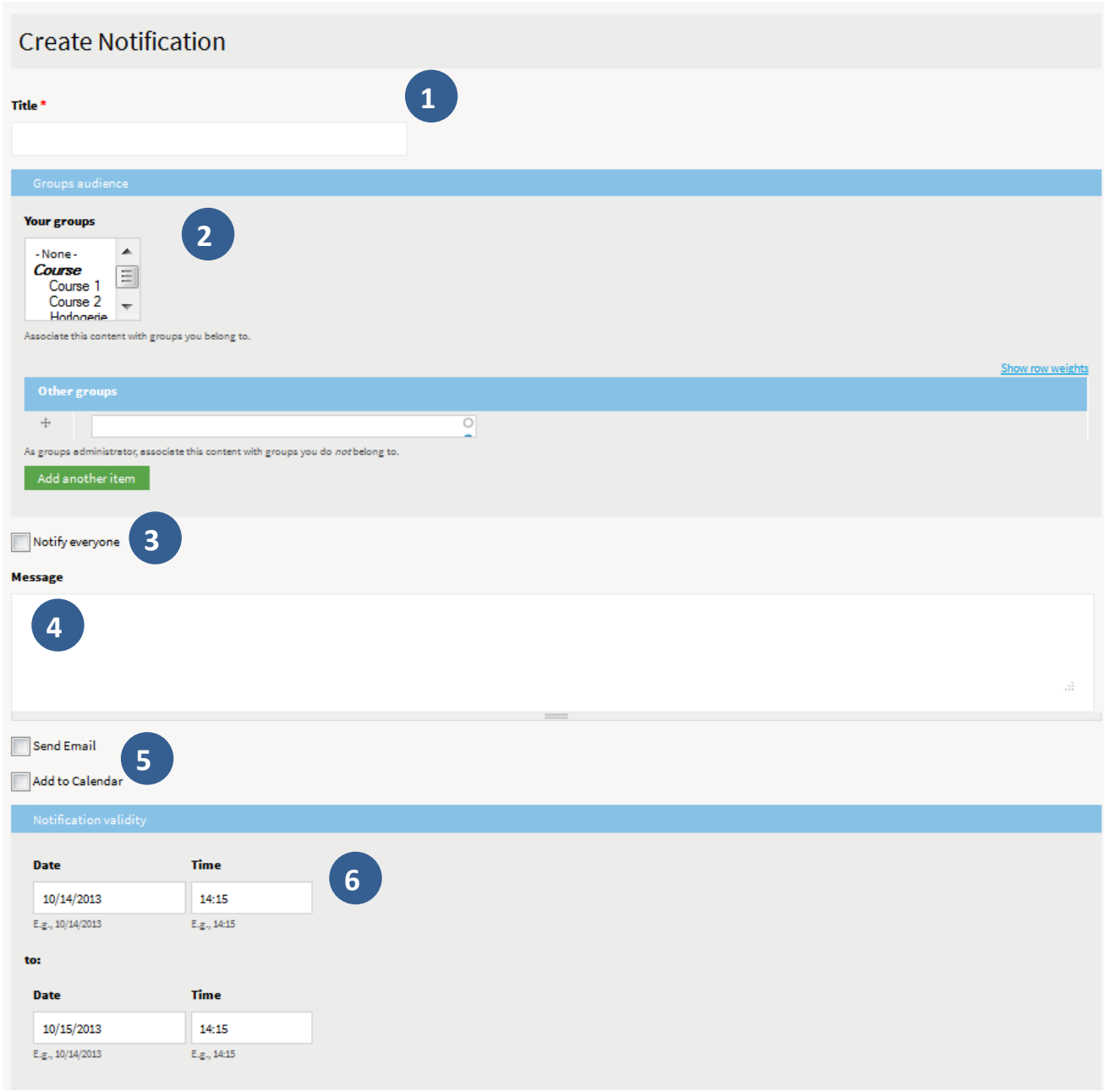
4. The message sent to users

5. Options to send the message by email to the students (in any case the message will be displayed in the dashboard in the notifications widget), and to add the notification in the users' calendar as an event. In this case you will be asked to define start date and end date for the event to be added in the calendar.

6. Notification validity: the period when the message will be displayed in the dashboard.



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12.3. Consult results of classes or courses

Course teachers, course managers, class coaches, and platform administrators will find in the Administration area another way to consult the results of the students in classes and courses they manage. To do that, simply click on "My class student results" or "My course student results".

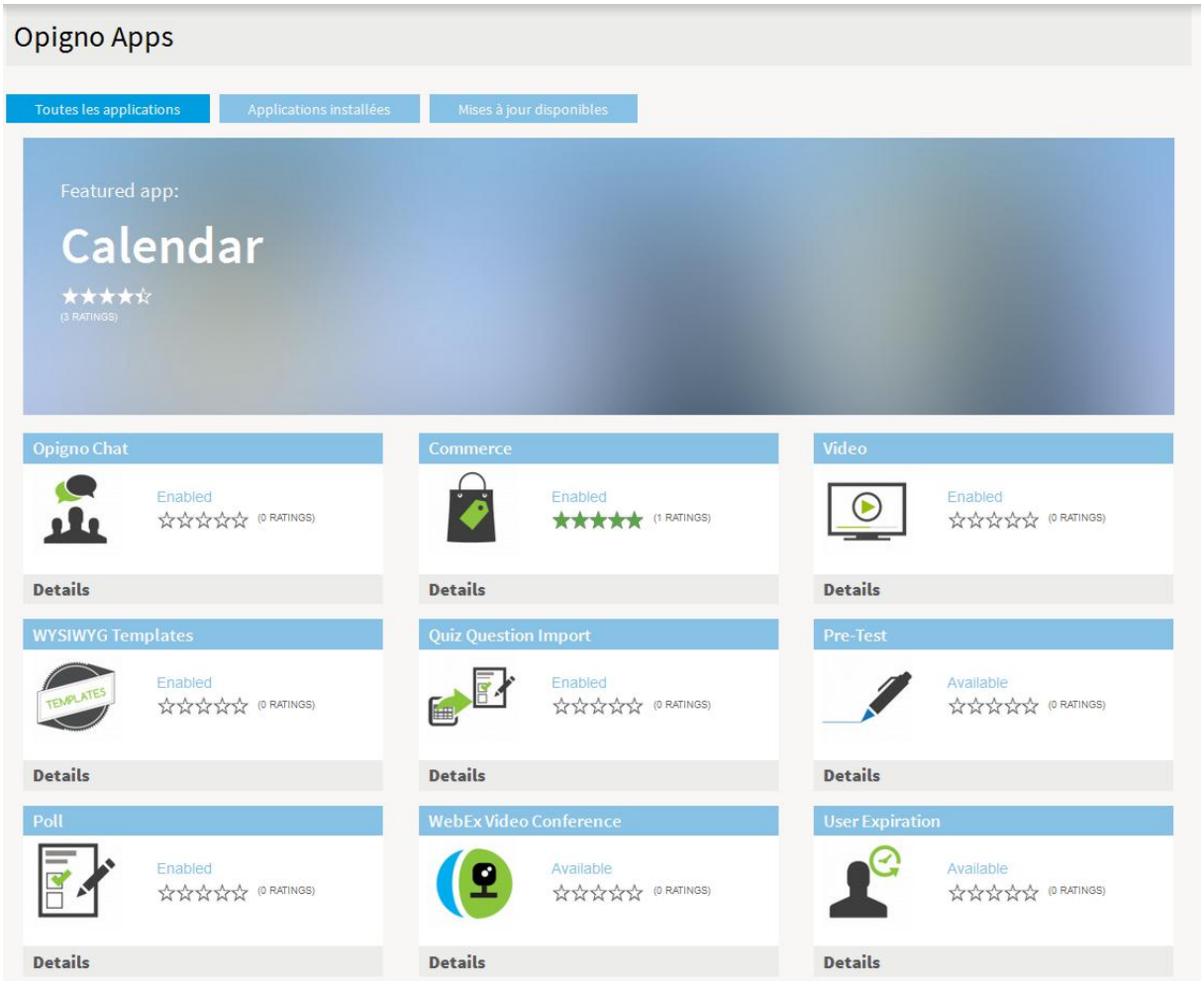
12.4. Apps management

Opigno has been designed to be extremely extensible and easy to manage.

It is delivered with default applications, but, according to your needs, additional functionalities can be added by installing modules.

All available modules for Opigno are presented in an application store, you can reach by clicking on "Apps" in the Administration area (only for platform administrators).

The presentation is the following:



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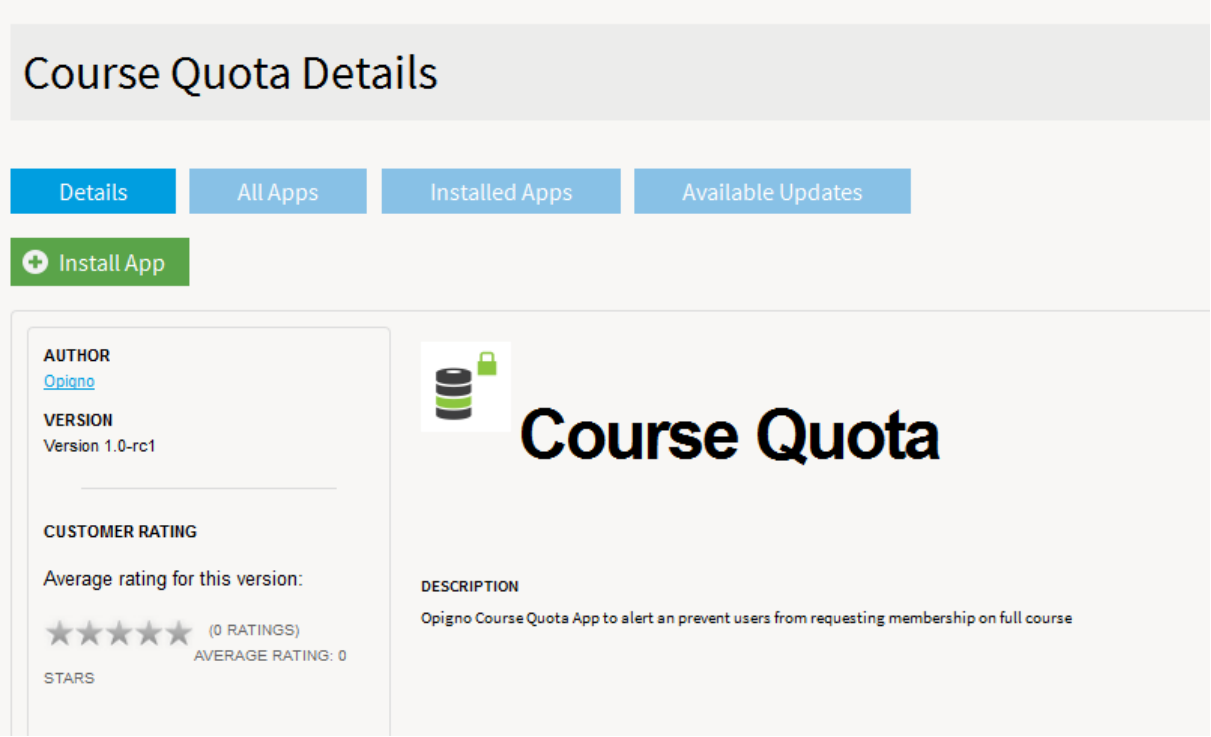
Applications can have the following status:

- Available: the application is not installed and can be added
- Enabled: the application is installed on your platform
- Disabled: the application was installed and then disabled, you can reinstall it if wished

To add a new application, just click on its name, and then on the "Install App" button, and that's it !



New applications will of course be added on a regular basis.

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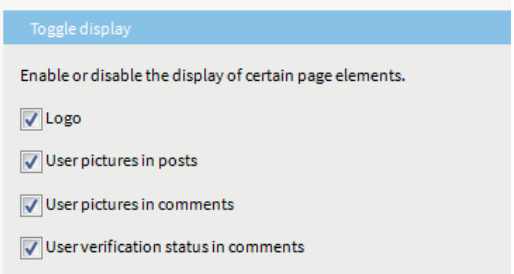
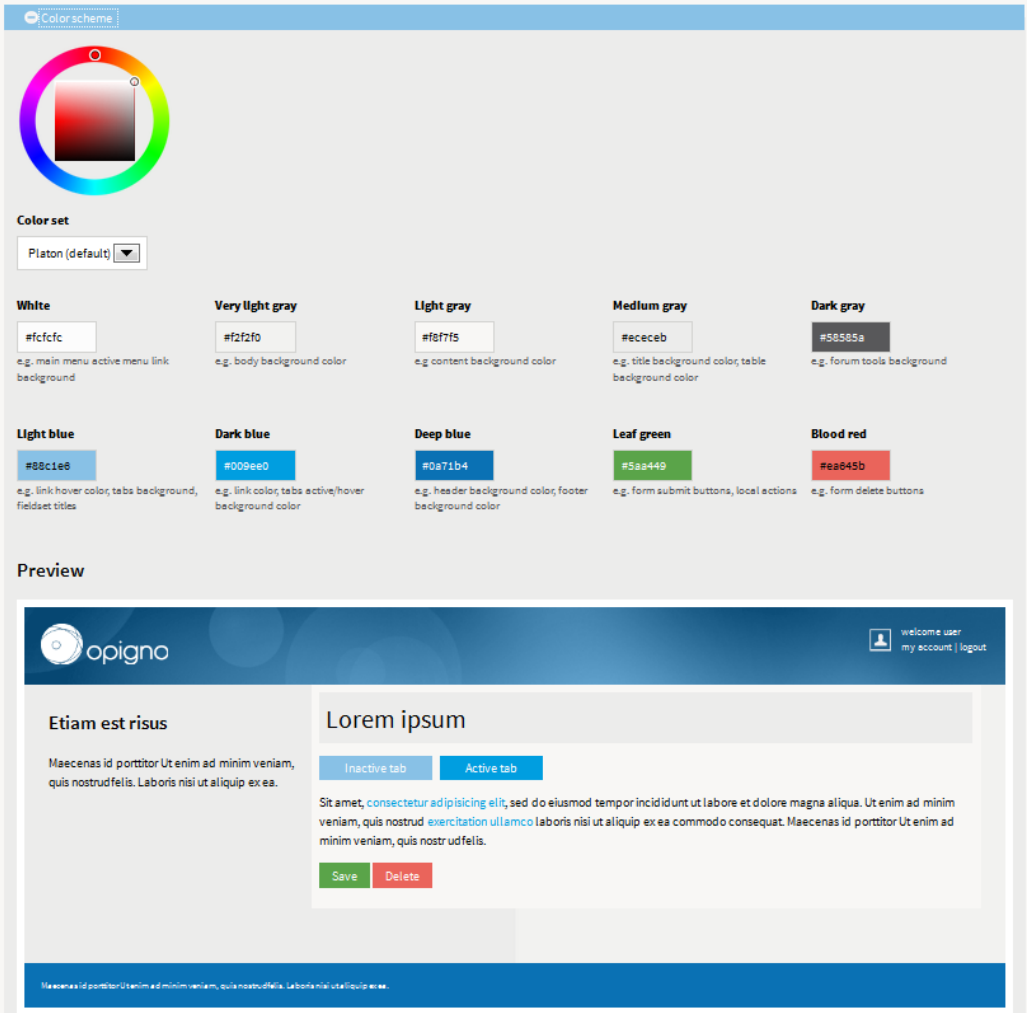
12.5. Manage display settings

In the administration area, platform administrators will find a link "Manage display settings", making possible to define some graphical settings for the platform, for example:

- the elements to display


Toggle display
Enable or disable the display of certain page elements.
Logo
User pictures in posts
User pictures in comments
User verification status in comments

- the graphical theme. The below interface allows to manage the colors of your Opigno platform theme. This includes: header, footer, buttons, tabs. A live preview allows to see how would be the interface according to the new parameters.



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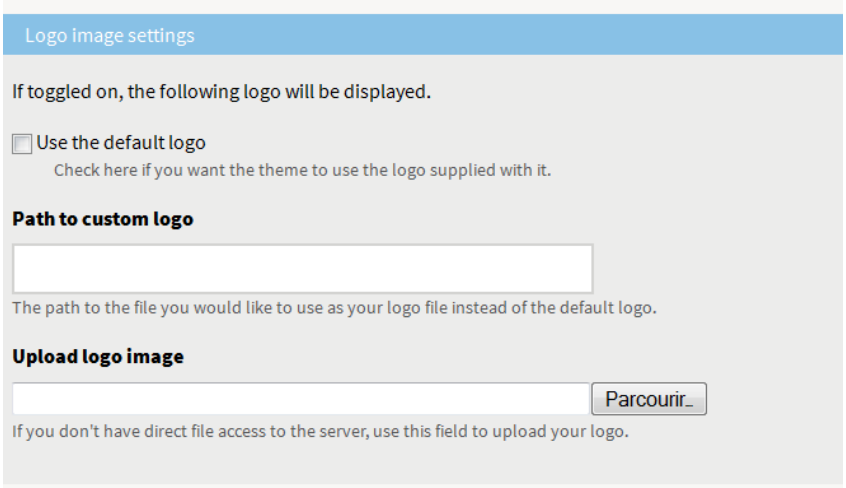
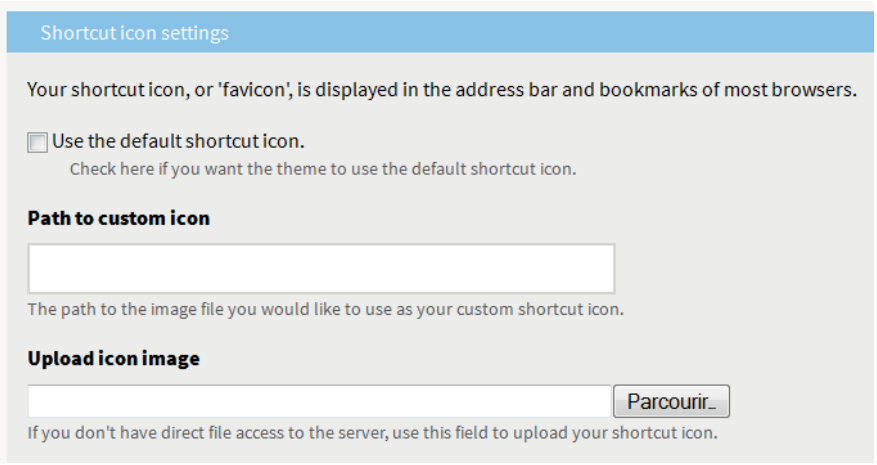
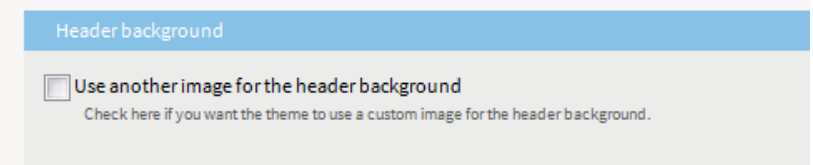
- the logo: you can load a new one if you don't want the Opigno default one, by unchecking the option "Use the default logo" and uploading a new one


Logo image settings
If toggled on, the following logo will be displayed.
Use the default logo
Check here if you want the theme to use the logo supplied with it.
Path to custom logo
The path to the file you would like to use as your logo file instead of the default logo.
Upload logo image
Parcourir...
If you don't have direct file access to the server, use this field to upload your logo.

- the favicon: you can load a new one if you don't want the Opigno default one, by unchecking the option and uploading a new one


Shortcut icon settings
Your shortcut icon, or 'favicon', is displayed in the address bar and bookmarks of most browsers.
Use the default shortcut icon.
Check here if you want the theme to use the default shortcut icon.
Path to custom icon
The path to the image file you would like to use as your custom shortcut icon.
Upload icon image
Parcourir...
If you don't have direct file access to the server, use this field to upload your shortcut icon.

- the header background image: you can load a new one if you don't want the Opigno default one


Header background
Use another image for the header background
Check here if you want the theme to use a custom image for the header background.

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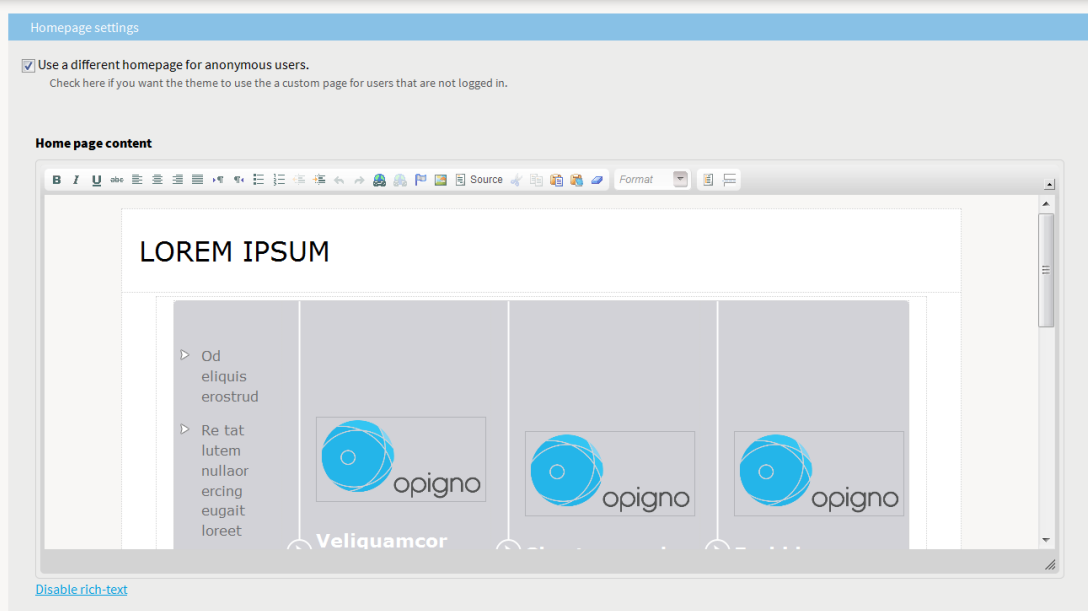
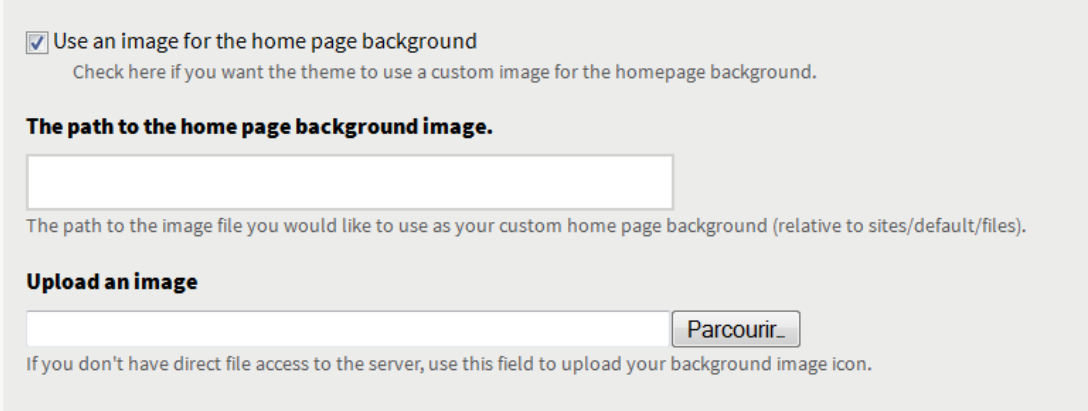
- the home page appearance: you can use the editor to manage the appearance of the home page for anonymous users (once connected the home page will for users will be the dashboard).



You can also define a specific background image for the homepage:


Use an image for the home page background
Check here if you want the theme to use a custom image for the homepage background.
The path to the home page background image.
The path to the image file you would like to use as your custom home page background (relative to sites/default/files).
Upload an image
Parcourir...
If you don't have direct file access to the server, use this field to upload your background image icon.

You can of course use Drupal default interfaces to manage more in details the appearance of the platform (for example Configuration -> System -> Site information to change the slogan), and the template can be modified with HTML / CSS coding.

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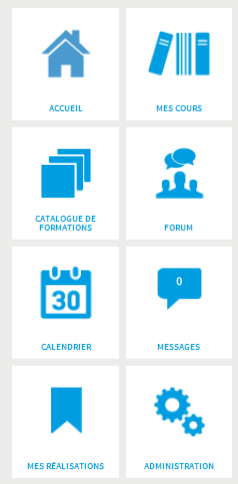
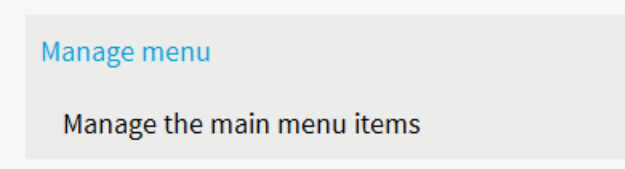
12.6. Main menu management



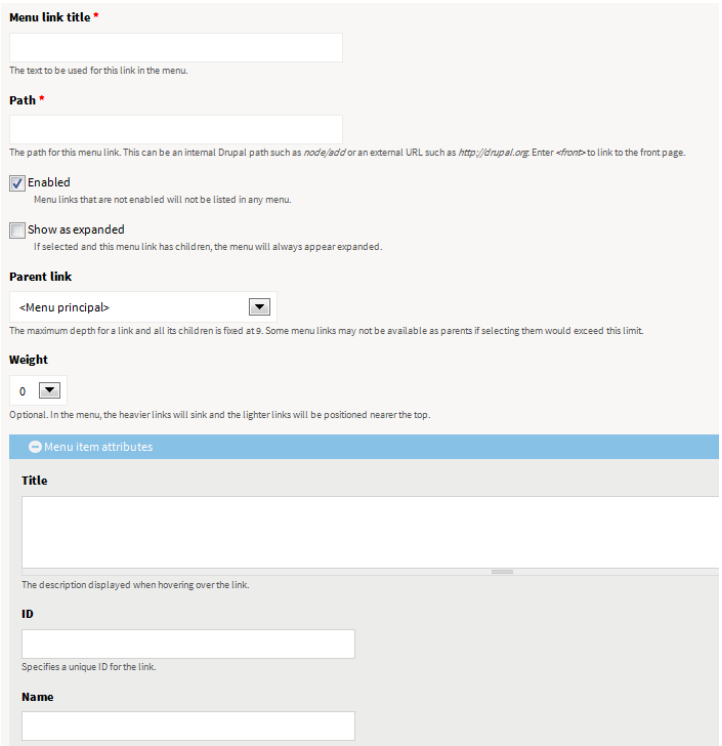
Opigno's main menu can be easily customized, in order for you to add other items.

To do that, simply go to the Administration menu, and then click on "Manage menu" (Appearance section).



You can then manage the items of this menu, and add a new one by clicking on the "Add link" button.

You will then have to define the title, the path, and, in order to have an icon appearing for this new item, an ID or class. You will of course have to change the CSS, which can be done in the Administration Area in "Manage display settings".


Menu link title *
The text to be used for this link in the menu.
Path *
The path for this menu link. This can be an internal Drupal path such as node/add or an external URL such as http://drupal.org. Enter <front> to link to the front page.
Enabled
Menu links that are not enabled will not be listed in any menu.
Show as expanded
If selected and this menu link has children, the menu will always appear expanded.
Parent link
<Menu principal>
The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them would exceed this limit.
Weight
0
Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.
Menu item attributes
Title
The description displayed when hovering over the link.
ID
Specifies a unique ID for the link.
Name

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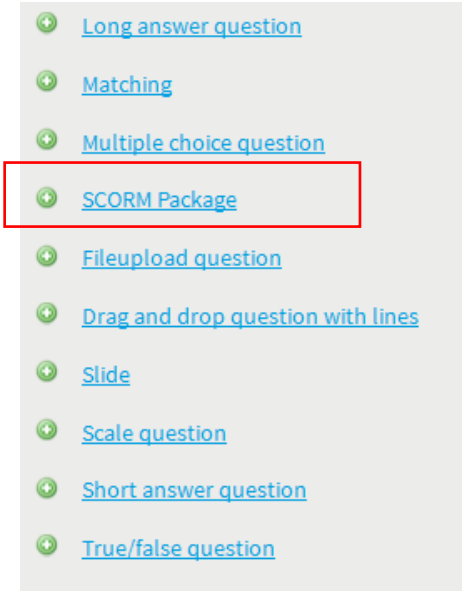
13. SCORM Support

Opigno is certified for SCORM 2004 version 3.

SCORM packages can be imported inside lessons. This makes possible to mix inside a lesson both content from a SCORM package and content created with Opigno (theoretical slides, quiz). In case of a SCORM package containing a quiz, results will be stored in Opigno, like for a native Opigno quiz.

Note: the lesson type has to be either "quiz" or "mix" to allow SCORM importation

In order to import a new SCORM package, you will simply need to edit the lessons, add a new question with type "SCORM package":



The related interface is quite simple and requires only to choose a title and to upload a SCORM package (zip file).

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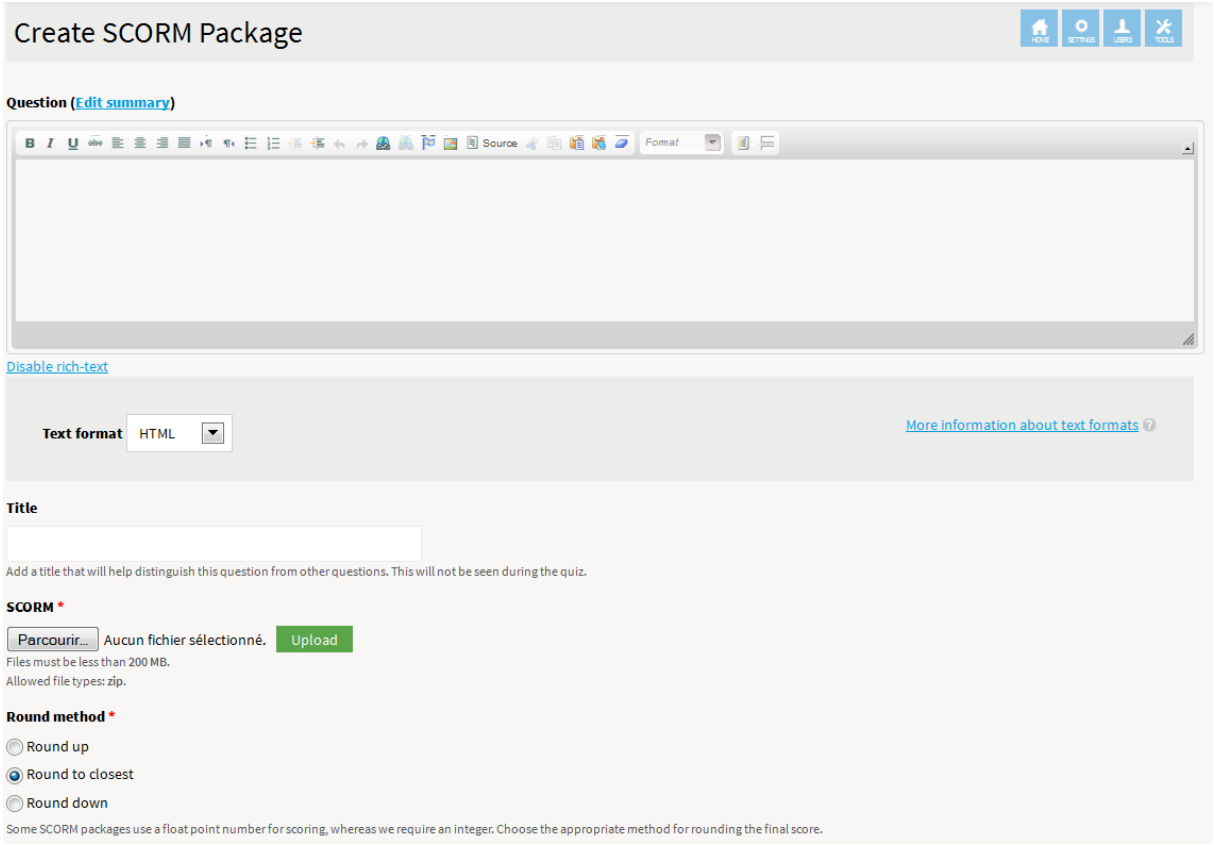
Create SCORM Package
Question (Edit summary)
Source
Format
Disable rich-text
Text format HTML
More information about text formats
Title
Add a title that will help distinguish this question from other questions. This will not be seen during the quiz.
SCORM *
Parcourir... Aucun fichier sélectionné.
Upload
Files must be less than 200 MB.
Allowed file types: zip.
Round method *
Round up
Round to closest
Round down
Some SCORM packages use a float point number for scoring, whereas we require an integer. Choose the appropriate method for rounding the final score.

You can also define the way to round the scores for SCORM packages using float point number for scoring.

14.Need for more support?

Should you need additional support, you can post a message in the support forum of our website www.opigno.org, or contact us for professional support at info@opigno.org.

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